

Ruth Ozioma Duruson
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Dear Hiring Manager,

I am excited to apply for the Personal Assistant position. With over three years of experience as an Executive Assistant, I have developed strong administrative, organizational, and communication skills that would be valuable in supporting your team.

In my previous roles at 247 Luxury Hotels & Apartments and MO' Afrique Fashion House, I efficiently managed executive schedules, coordinated meetings and events, streamlined administrative operations, and enhanced communication between departments. My ability to anticipate needs, maintain discretion, and handle multiple tasks under pressure has consistently contributed to smooth business operations. Additionally, my background in Human Resource Management and Personnel Management equips me with skills in team collaboration and problem-solving, ensuring that I can adapt quickly to a fast-paced real estate environment.

I am eager to bring my attention to detail and efficiency to your team and would welcome the opportunity to discuss how my skills align with your needs. Please find my CV attached for your review. I look forward to your response.

Best regards,
Ozioma Ruth Duruson