

DANIEL MARY OKON

Executive Assistant/Personal Assistant & Accountant

CAREER OBJECTIVE

Highly organized and experience Executive Assistant/ Personal Assistant with a proven track record to providing exceptional support to senior-level executives, entrepreneurs and high-networth individuals. Skilled in calendar management, travel coordination, event planning and confidential correspondence. Dedicated Accountant with a proven track record in enhancing financial processes and reporting.

PROFESSIONAL EXPERIENCE

Personal Assistant/Executive Assistant to the Chairman)

**Faith and Destiny Transports Ltd (FDTL),
Rumuigbo, Port Harcourt 2023-2024**

Duties:

- ❖ Calendar management.
- ❖ Review presentation on behalf of the chairman and take accurate minutes during meetings, and follow up agenda.
- ❖ Schedule meetings, appointment and travel's.
- ❖ Handle calls, texts and emails.

*Personal Assistant to Special adviser to the Governor
(Hon Sylvar Ngbar.)*

Rivers State Government, Port-Harcourt 2022-2023

Duties:

- ❖ Managing calls and Emails.
- ❖ Schedule meetings, appointment and travel's.
- ❖ Calendar and time management.
- ❖ Attend meetings and take notes.
- ❖ First point of contact to visitors.

Accountant

**Rincs Petroleum Ltd. 2020-2022
220, Ikwerre Road, Mile 3, Rivers-state**

Duties:

- ❖ Managing bank and cash transaction for customers and the company (station attendants).
- ❖ Preparation of quarterly and annual financial reports.
- ❖ Budget development.

CONTACT

Address: 15, Chris Madueke Dr.,
Admiralty Wy, Lekki Phase 1, Lagos
105102, Lagos.

Tel: 08106196564

Email: marydan0323@gmail.com

EDUCATION

**Ignatius Ajuru University of
Education, Port Harcourt Rivers
State.**

*B.Sc, Ed Political Science and
Education
(2018-2022)*

SKILLS

- ❖ Good communication
- ❖ Time management
- ❖ Adaptability
- ❖ Calendar management
- ❖ Excel and Ms-word
- ❖ Strong leadership skills
- ❖ Team management
- ❖ Confidential

REFERENCE

Mr. Lawrence Baah

Chief Executive Officer (CEO),
DSP Oil and Gas Ltd Port Harcourt,
Nigeria.
08163478497

Hon. Sylvar Ngbar

Rivers State Government
08037089952

Mr. Christian Igwe

General Manager,
Faith and Destiny Transports,
Nigeria.
07036792782