

ABDULRAHMON ALIMAH

EXECUTIVE ASSISTANT

ADMINISTRATIVE SUPPORT | OPERATIONS | EXECUTIVE SUPPORT

 alimahabdulrahmon1@gmail.com

 09037467480

 Lagos, Nigeria.



ABOUT ME

I am an organized, proactive and detail-oriented professional with a background in Theatre Arts, Management and Media, currently developing my career in Executive and Administrative Assistance.

I enjoy creating structure, coordinating responsibilities, managing information and ensuring that important tasks are completed efficiently.

My goal is to provide reliable administrative and executive support that allows leaders to focus on high-value priorities.

WHAT I DO

**My approach: Anticipate → Organize →
Communicate → Follow Through**

Calendar Management	Scheduling prioritizations appointment coordination.
Email Management	Professional correspondence, follow-ups and inbox organization.
Meeting Coordination	Agendas, invitations, minutes and action items.
Travel Planning	Flights, accommodation, transportation and itineraries.
Research	Online research, information gathering and executive briefs.
Task Management	Priorities, deadlines, trackers and follow-ups.
Document Preparation	Reports, presentations, spreadsheets and professional documents.
Event Coordination	Guest management, logistics and scheduling.

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MY SKILLS

Personal Strengths

**Organization
Communication
Attention to Detail
Confidentiality
Problem Solving
Adaptability
Initiative
Multitasking
Professionalism**

Professional Skills

**Calendar Management
Time Management
Administrative Support
Meeting Coordination
Travel Planning
Research
Document Preparation
Task Management
Event Coordination
Email Management**

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MY DIGITAL TOOLKIT

Continuously learning and improving my proficiency with modern tools used in executive and administrative support.

PRODUCTIVITY

Google Workspace
Microsoft Office
Google Calendar
Google Drive

COMMUNICATION

Gmail
Zoom
Microsoft Teams
Slack
WhatsApp

PROJECT MANAGEMENT

Trello
Asana

SCHEDULING & TRAVEL

Calendly
Triplt

DESIGN & AI

Canva
ChatGPT

AN EXECUTIVE CALENDAR SAMPLE

Time	Monday
8:00	Daily Planning
9:00	Management Meeting
10:15	Client Strategy Meeting
11:00	Buffer / Email
11:30	Deep Work
1:00	Lunch
2:00	Finance Review
3:15	Team Check-in
4:00	Follow-ups

What I considered

Meeting priorities
Preparation time
Buffer time
Travel time
Focus time
Schedule conflicts

AN EXECUTIVE TRAVEL ITINERARY SAMPLE

Prepared for: Adesunloye Ayodele
Email: adesunloyeayo@email.com
Purpose of Trip: To visit project site for evaluation

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	Nov 20, 2026	Nov 23, 2026
From	Ikeja, Lagos State, Nigeria	Atlanta, Georgia, USA
Departure time	07:20 AM WAT	10:00 AM EST
To	Atlanta,Georgia,USA.	Ikeja, Lagos State, Nigeria.
Arrival Time	02:20PM EST	04:28 AM WAT
Flight Number	DL55	DL54
Airline	Delta Airline	Delta Airline

Lodging
Atlanta Marriott Marquis, 265 Peachtree Center Avenue, Atlanta, GA 30303, USA. Check-in at 2:00 PM and check-out at 09:00 AM. Approximately 12 miles from Hartsfield-Jackson Atlanta International Airport (ATL).
Phone: +1 404-521-0000

Date	Time	Location	activity
Nov 22, 20...	11:00am-01:00pm EST	396 Piedmont Avenue NE, Atlanta, Georgia	Project Site Evaluation.
Nov 22, 20...	02:30pm-4:30pm EST	160 Spring Street NW, Atlanta, Georgia	Lunch meeting with stakeholders.

MEETING COORDINATION

WEEKLY MANAGEMENT MEETING

9:00 AM – 10:00 AM

Management Team

Key topic: Weekly Business Priorities

01 — BEFORE →	02 — DURING →	03 — AFTER
Schedule meeting	Welcome Attendees	Prepare minutes
Confirm attendees	Monitor time	Send follow-up mails
Prepare agenda	Record key discussions	Share action items
Send invitations	Capture decisions	Update task tracker
Prepare documents	Track responsibilities	Monitor deadlines

COMMUNICATION SAMPLES

Meeting Confirmation

Dear FM Director,
I am writing on behalf of Mr Adesunloye to confirm your scheduled meeting...

Rescheduling Email

Dear FM Director,
Due to an unexpected change in Mr Adesunloye's schedule...

Follow-Up Email

Dear FM Director,
Thank you for meeting with Mr Adesunloye today. As discussed, the next steps are...

TASK & PROJECT MANAGEMENT

A PROFESSIONAL TRACKER

Priority	Task	Deadline	Status
High	Client document	Mon	In Progress
High	Confirm flight	Mon	Complete
Medium	Schedule team	Tue	Pending
Medium	Follow up on	Wed	Pending
Low	Organize digital	Fri	Pending

HIGH

Immediate attention
Important and urgent

LOW

Complete after higher priorities
not very important or urgent.

Important but flexible
not urgent

MEDIUM

MY EXPERIENCE & VALUE

PROFESSIONAL DEVELOPMENT

Executive Assistant / Personal Assistant
Training

Alison/Coursera

Completed training in administrative support, organization, scheduling, communication, time management and professional workplace practices.

TRANSFERABLE EXPERIENCE

COORDINATION

Experience coordinating people and responsibilities within production environments.

COMMUNICATION

Communicating with different teams and individuals to achieve shared objectives.

TIME MANAGEMENT

Working with production schedules, deadlines and multiple activities.

PROBLEM SOLVING

Handling changes and unexpected situations in fast-paced environments.

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WHY WORK WITH ME?

I bring organization, creativity, communication and a strong willingness to learn to every responsibility I take on. I understand that great executive support is about more than completing tasks. It is about anticipating needs, protecting time, maintaining organization and helping an executive work more effectively.

I am ready to contribute, learn and grow within a professional environment.

LET'S WORK TOGETHER

ABDULRAHMON ALIMAH TOSIN

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 Lagos, Nigeria

Available for Executive Assistant, Personal Assistant, Administrative and Internship opportunities.

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THE END
THANK YOU
FOR READING

Abdulrahmon Alimah

Executive Assistant