

ALBERTA ADUBEA ADU

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PROFESSIONAL PROFILE

Accomplished Senior Executive Assistant with over eight years of experience providing strategic, operational, and administrative support to C-suite executives and senior leadership across consulting, healthcare, telecommunications, and corporate environments. Proven expertise in managing executive offices, coordinating complex schedules, preparing executive reports and presentations, supporting strategic projects, managing confidential information, and building productive relationships with internal and external stakeholders.

Recognized for anticipating executive needs, exercising sound judgement, managing competing priorities under pressure, and delivering high-quality executive support that enables organizational efficiency and business growth. Adept at coordinating cross-functional initiatives, improving administrative processes, and maintaining the highest standards of professionalism, discretion, and integrity.

CORE COMPETENCIES

Executive & C-Suite Support	Executive Office Management
Complex Diary & Calendar Management	Stakeholder Relationship Management
Executive Correspondence & Business Writing	Business Reporting & Presentations
Project Coordination	Proposal & Documentation Preparation
Executive Travel & Logistics	Meeting & Board Coordination
Confidential Information Management	Process Improvement
Microsoft 365 • Salesforce CRM • SAP	Excellent Communication Skills

PROFESSIONAL EXPERIENCE

Executive Assistant to the Managing Director

Aidvyn Limited | March 2020 – Present

- Provide strategic executive support to the Managing Director by managing a complex diary, coordinating priorities, and ensuring the smooth operation of the Executive Office.
- Coordinate executive meetings, board engagements, and stakeholder sessions, including scheduling, agenda preparation, meeting materials, minute-taking, and follow-up on action items.

- Prepare executive correspondence, briefing papers, reports, presentations, and business documents to support informed decision-making.
- Liaise with senior executives, clients, government agencies, and business partners, fostering strong relationships and ensuring effective communication.
- Monitor strategic initiatives, departmental deliverables, and project timelines, providing regular progress updates and driving timely execution.
- Coordinate domestic and international travel arrangements, including flights, accommodation, visas, itineraries, and logistics.
- Manage confidential executive records, contracts, and corporate documentation while maintaining the highest standards of discretion and accuracy.
- Support procurement administration, executive approvals, and expense reconciliation to ensure efficient business operations.
- Improve executive office efficiency by streamlining administrative processes, enhancing document management, and strengthening workflow coordination.
- Coordinated 50+ executive, leadership, and stakeholder meetings annually, ensuring seamless planning and execution.
- Introduced structured action-tracking processes that improved accountability and follow-up across departments.
- Successfully managed multiple high-priority assignments simultaneously while consistently meeting critical deadlines.

Legal Intern

Judicial Service of Ghana | February 2026 – July 2026

- Assisted Judges with legal research, case preparation, and judicial administration.
- Drafted legal memoranda, case summaries, and court-related correspondence.
- Prepared and organized court records, pleadings, and legal documentation for judicial proceedings.
- Managed confidential case files while ensuring accuracy, integrity, and compliance with court procedures.
- Supported court administration by coordinating case documentation and maintaining proper filing systems.
- Liaised professionally with Judges, court staff, legal practitioners, and members of the public.

Legal Intern

Integri Solicitors & Advocates | November 2024 – July 2025

- Conducted legal research to support litigation, corporate, and commercial legal matters.
- Assisted in drafting contracts, legal opinions, pleadings, agreements, and client correspondence.
- Assisted in preparing legal documents for court filings and client consultations.
- Organized and maintained confidential client files, ensuring compliance with firm procedures.

- Assisted lawyers in preparing case files, evidence bundles, and legal documentation.
- Coordinated meetings with clients and maintained accurate legal records and documentation.

Assistant Manager / Head of Administration

Heartland Pharmacy Limited | November 2018 – December 2019

- Managed office administration and provided executive support to senior management.
- Coordinated procurement activities, supplier relationships, and administrative operations.
- Assisted with budgeting, expenditure monitoring, and financial administration.
- Managed executive schedules, meetings, and departmental documentation.
- Maintained accurate organizational records and ensured compliance with internal procedures.
- Coordinated communication between departments and external stakeholders.
- Supported operational reporting and continuous process improvement initiatives.

Customer Service Representative (National Service)

MTN Ghana | October 2017 – November 2018

- Delivered high-quality customer service while maintaining confidentiality and professionalism.
- Managed CRM records and resolved customer issues across multiple business units.
- Prepared service reports and supported continuous service improvement initiatives.
- Built productive relationships with customers and internal stakeholders.
- Maintained accurate customer records in accordance with company policies.

Enterprise Business Intern

MTN Ghana | July 2017 – September 2017

- Supported Enterprise Business executives with administrative coordination and documentation.
- Assisted with executive correspondence, meeting coordination, and stakeholder communication.
- Supported account management activities and operational reporting.
- Prepared business documentation and presentation materials.

Procurement & Administrative Officer (Part-Time)

Heartland Pharmacy Limited | September 2016 – June 2018

- Coordinated procurement documentation and supplier records.
- Assisted with executive scheduling and travel arrangements.
- Organized meetings and maintained administrative filing systems.
- Supported office administration and procurement activities.

Intern – Administration & Data Management

National AIDS Control Programme | June 2016 – August 2016

- Supported programme administration and data management activities.
- Coordinated workshops, meetings, and stakeholder engagements.
- Prepared programme reports and official correspondence.
- Maintained confidential programme records and administrative documentation.
- Supported logistics, monitoring activities, and record management.

EDUCATION

Professional Law Course (PLC)

Ghana School of Law

Bachelor of Laws (LLB)

Ghana Institute of Management and Public Administration (GIMPA)

Bachelor of Arts (Social Work with Sociology)

University of Ghana

PROFESSIONAL CERTIFICATION

Virtual Assistant Certification – ALX

TECHNICAL SKILLS

- Microsoft 365 Suite
- Microsoft Word, Excel, PowerPoint & Outlook
- Microsoft Teams
- Google Workspace
- Salesforce CRM
- SAP
- Concur
- Executive Calendar Management
- AI Productivity Tools
- Business Reporting
- Document Management Systems

PROFESSIONAL STRENGTHS

- Executive Presence
- High Integrity & Confidentiality
- Strategic Thinking
- Strong Business Acumen
- Excellent Written & Verbal Communication
- Sound Judgement
- Relationship Management
- Emotional Intelligence
- Exceptional Organization
- Attention to Detail
- Adaptability
- Collaborative Team Player

LANGUAGES

- English – Fluent
- Twi – Native