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The Hiring Manager

TechCore Innovations Ltd.
3A Adeola Odeku Street
Victoria Island, Lagos

Dear Hiring Manager,

I am writing to express my keen interest in the **Chief Executive Assistant** position at **TechCore Innovations Ltd.**

With over eight years of experience providing executive-level administrative support, I am confident in my ability to bring structure, precision, and strategic value to your leadership team.

In my previous role as Senior Executive Assistant to the Group Managing Director of **PrimeCore Holdings**, I managed complex cross-border calendars, facilitated board meeting logistics, and coordinated confidential business communications.

I was also responsible for streamlining executive workflows, introducing a digital meeting preparation system that cut turnaround time by 40%.

My ability to anticipate needs, manage sensitive information, and maintain professionalism in high-pressure environments has been consistently recognised.

I am highly proficient in Microsoft Office, Google Workspace, Zoom, and project management tools such as Asana and Trello.

Beyond technical skills, I bring excellent judgment, emotional intelligence, and a calm, solutions-oriented mindset—qualities essential in a Chief Executive Assistant role.

I am particularly drawn to **TechCore Innovations Ltd.** because of your reputation for leading change in Nigeria's growing tech ecosystem.

Your dedication to innovation and operational excellence aligns with my values, and I am eager to contribute by ensuring seamless executive operations, optimal time management, and clear communication across all levels.

Thank you for considering my application. I would welcome the opportunity to contribute to your team and discuss how my experience aligns with your company's strategic goals.

Warm regards,
Ngozi A. Okeke