



# Nellie Minnie W.



## EXPERIENCE

**Executive Assistant to the Chief Executive Officer** Zaini Media - Abu Dhabi  
04/2023 - Current

- Safeguarded sensitive information by maintaining strict confidentiality in all aspects of office management and administrative duties achieving a 100% compliance rate with data protection standards..
- Enhanced Executive Director's productivity by effectively managing their schedule, appointments, and travel arrangements.
- Expedited document preparation for the Executive Director, ensuring accurate and professional correspondence with stakeholders.
- Anticipated potential challenges in daily operations and devised appropriate solutions to maintain uninterrupted workflow in the executive office.

**Executive Assistant to the Managing Director** Zaini Media - Abu Dhabi  
12/2022 - 04/2023

- Managed travel arrangements for the Managing Director, anticipating needs and proactively addressing potential issues, resulting in a 30% reduction in travel-related disruptions and a 25% increase in overall trip satisfaction.
- Maintained an organized digital filing system that allowed easy access to critical documents while adhering to document retention policies.
- Increased stakeholder satisfaction by 15% through timely follow-up on action items from meetings and discussions with the Managing Director.
- Served as a trusted advisor to the Managing Director and assisted in decision-making processes by preparing comprehensive research reports on various topics.

**Executive Assistant to the Chief Executive Officer** Elevate - Dubai  
02/2022 - 11/2022

- Managed executive calendars, scheduling meetings and appointments and coordinating travel arrangements to optimize time.
- Met with top national and international executives on self-designed schedules both monthly and annually.
- Strengthened key partner relationships by representing the CEO at industry events, leading to a 20% increase in partnership opportunities and a 15% boost in collaborative projects..
- Anticipated potential challenges in daily operations and devised appropriate solutions to maintain uninterrupted workflow in the executive office.

**Executive Assistant** Elevate - Dubai, United Arab Emirates  
09/2021 - 02/2022

- Anticipated potential challenges in daily operations and devised appropriate solutions to maintain uninterrupted workflow in the executive office and reducing downtime by 30%.
- Optimized scheduling efficiency by coordinating meetings, appointments, and travel arrangements for the CEO.
- Improved team collaboration by acting as a liaison between the CEO, executive team, and staff members, enhancing communication and reducing project turnaround times by 15%.

**Executive Secretary** Vision Media Creations - Doha, Qatar

## CONTACT

Abu Dhabi, United Arab Emirates

+971556168351

nellie.mwangari@gmail.com

## SUMMARY

Accomplished Executive Assistant with extensive experience supporting senior executives in high-profile media companies across the UAE and Qatar. Demonstrated expertise in schedule management, executive and administrative support, and relationship building. Adept at anticipating challenges and devising solutions to ensure seamless operations. Career goal: to leverage skills and experience to further support executive leadership in achieving organizational success.

## SKILLS

- Schedule Management
- Executive Support
- Meticulous attention to detail
- Administrative Support
- Presentation Development

## LANGUAGES

**French:** B1  
Intermediate

**English:** C2  
Proficient

01/2019 - 07/2021

- Delivered exceptional executive assistance to senior executives, managing intricate schedules and event coordination
- Oversaw intricate department schedules, ensuring precise coordination.
- Optimized office operations to boost efficiency.



## EDUCATION

■ **MBA: International Business Management**  
**University of Chichester** - United Kingdom, 09/2019

■ **BBA: Business Management**  
**Strathmore University** - Nairobi Kenya, 07/2016