

# RUKAYAT OLAYISOLA QUADRI

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## SUMMARY

### OBJECTIVES

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- Results-driven virtual Assistant with experienced knowledge of Google workspace, performing daily tasks, scheduling, managing emails and dealing with client's daily needs.
- Dedication to work, goals and duties with the main objective of exceeding client's goals and vision.
- Curiosity to learn new things as a way off being resourceful to clients

### EDUCATION

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<b>Omolabake nursery and primary school</b> – Lagos, Nigeria First school leaving certificate	<b>September 2005– July 2011</b>
<b>Mayflower Private School</b> – Ogun, Nigeria WASSCE (West African Senior Student Certificate Examination)	<b>September 2011– July 2017</b>
<b>University of Lagos</b> – Lagos, Nigeria Bsc Finance	<b>November 2017– June 2023</b>

### WORK EXPERIENCE

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<b>Virtual Assistant</b> <b>Nini Enterprise</b> – Lagos, Nigeria <ul style="list-style-type: none"><li>• Managed client's emails.</li><li>• Scheduled client's meetings and daily activities.</li></ul>	<b>May 2022 - September 2022</b>
<b>Cowrywise ambassador</b> Lagos, Nigeria <ul style="list-style-type: none"><li>• Lecturing on financial inclusion in the society</li><li>• Data entry with use of Google workspace</li></ul>	<b>April 2023 – Present</b>

### CERTIFICATIONS

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**Financial Modeling and Valuation Analyst (FMVA)      October 2022 – December 2022**

A certification issued by the Corporate Finance Institute (CFI)

**Virtual Assistant Program      October 2022 - December 2022**

A certification issued by ALX after completion of virtual assistant program.

**Product Management internship      February 2023 - March 2023**

Internship role on product management

Currently enrolled as a learner in a data analytics remote institution

**SKILLS**

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Communication Skills  
Resourcefulness

Strategic Planning  
Time management

Project Research

**INTERESTS**

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Scheduling

Project management  
Attention to detail

Use of Google workspace

Internet research

**LANGUAGES**

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English - Expert

Yoruba - Native