

ABASS JADESOLA

VIRTUAL ASSISTANT

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MOBIL ROAD AJAH, LAGOS

CAREER SUMMARY

An experienced virtual assistant with a growth mindset and extensive experience providing business support through exceptional administrative assist, with strong dedication to alleviate client's workload while driving enhanced productivity. I excel in working with a team and I have proven effective listening and problem-solving skills, with a record of building quality professional relationships with customers. I am fully committed to adhering to company ethics and winning customers for the business.

SKILLS & ABILITIES

- Written and verbal communication
- Administration
- Problem solving
- Data entry
- Point of sale proficiency
- Customer service
- Outbound and inbound calling

WORK EXPERIENCE

Obaton Projects, Ajah, Lagos, Nigeria

Social Media manager, November 2022-September 2023

- Creating content for the company's social media page
- Maintaining accurate records of all inspection activities
- Replying to all client's enquiries and providing support

Pivotech Educational Service Ltd, Ogudu, Lagos, Nigeria

Secretary, February 2022-November 2022

- Answering calls, taking messages and handling customers complaints
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports

Future Builders LLC, Crestview, Florida, USA

Administrative virtual assistant, July 2023-September 2023

- Complete administrative tasks at the request of the director
- Respond to all customers queries
- Facilitate customer satisfaction survey
- Data entry
- Schedule meetings between the director and a customer

EDUCATION

Olabisi Onabanjo University, Ago Iwoye , Ogun State, Nigeria (2017- 2021).

B.Sc. Business Administration, Second Class, Lower Division

CERTIFICATES

Working as a virtual assistant on Alison