

# AGBAI PRECIOUS

## VIRTUAL ASSISTANT

### CONTACT

- +2349064342353
- agbaipreciousezinne@gmail.com
- <https://www.linkedin.com/in/precious-agbai-260a4915b>
- UI Oyo state

### SKILLS

- Computer literacy
- Team work
- Attention to details
- Proficient use of MS-Word, MS-Excel, MS-Powerpoint

### EDUCATION

M.Sc 2021

#### University of Ibadan

Animal Physiology

B.Sc 2016

#### Michael Okpara University of Agriculture Umudike

Zoology and Environmental Biology

### LANGUAGES

- English 
- Igbo 
- German 
- Hausa 

### PROFILE

I am a certified virtual assistant from African Leadership University (ALX) skilled in audio/ audiovisual transcription. I have a growth mindset laced with grit and resilience which allows me to manage projects efficiently. I am proficient in handling data confidentially, engaging in a thorough research and documentation.

### WORK EXPERIENCE

#### Transcriptionist

Church Gist Limited

2022 till present

- Transcriptionist, Researching and documentations
- Contributing to 80 percent of sermon transcriptions from audio-visual to text.
- Manages the organisation's social Media handle
- Researching and documentation of information

#### Lead Generation Virtual Assistant

Safeboda

2022

- I contributed to 70% customer acquisition through cold calling and lead generation.

#### Virtual Assistant

Litoasis Tech Hub

2021 - 2022

- I organized Manager's calendar
- Prepared customer's spreadsheet
- Responded to Emails and phone calls

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- University Of Ibadan, Ibadan Oyo state, Nigeria

### TRAININGS AND CERTIFICATION

- NYSC discharge Certificate
- African Leadership University, Virtual Assistant Certificate
- Tony Elumelu Business Management training
- Jobberman's soft skills training

### INTEREST

- Volunteering
- Researching
- Participating in social activities

### REFERENCES

Available on request

### WORK EXPERIENCE

#### Computer Tutor

Francjovy Computer School

2019-2020

Taught computer appreciation to the students  
Contributed to 80% of the academic performance of students under my supervision in the understanding of Microsoft offices  
Contributed to the supervision of students' research and evaluation.

#### Research and Teaching Assistant

Faculty Of Science  
University Of Jos, Plateau State, Nigeria

2021 - 2022

- I enjoyed collective brainstorming sessions that allowed me to coordinate activities to achieve a common goal of producing outstanding students in their field of interest.

### VOLUNTEERING EXPERIENCE

#### Partner

Project Save D Blind

2017-2018

- Organized seminar and workshops trainings for the blind in Umuahia Abia State Nigeria
- Carried out empowerment programmes for the blind
- Gave relief materials including academic materials to the blind persons at School Of The Blind Afaraukwu, Umuahia Abia State Nigeria.

#### Treasurer

Christ Ambassador's Students Outreach (CASOR)

2014-2016

- We developed professional and leadership skills through friendship and service.
- Organized tutorials and lectures as remedials for students
- Donate to the less privileged, visit hospitals, go to remote places for medical outreach.