



NANCY AYODELE

VIRTUAL ASSISTANT

I'm an eloquent and detailed oriented Virtual Assistant skilled in administrative tasks, customer service, presentations with acute knowledge in google workspace and multiple tech tools that enables emerging growth minded business owners fulfill their greatest potential and purpose

Contact

Phone

+2348036959550

Email

nancydson@gmail.com

Address

NO 20 Odewale Street, Ikeja,
Lagos

Education

2015

B.Sc Economics

Ahmadu Bello University Zaria, Nigeria

2022

Virtual Assistant

Africa Leadership University

Expertise

- Administrative Support
- Google Workspace
- Microsoft Office
- Appointment Setting
- Email Management
- Research
- Customer Service

Language

English

Yoruba

Experience

2022-2023

Camera Trader

Freelance Virtual Assistant

1. Provide high quality professional administrative service to multiple clients including but not limited to: transcription, business correspondence, and data entry.
2. Manage client's email inbox, responding to emails as necessary based on specific guidelines provided by the client.
3. Conduct research as per client request: this includes research on events, travel, projects, etc.
4. Provide research results to the client within the established timeframe.
5. Complete any purchases as assigned by client, ensuring specifications of the purchase meet the client's satisfaction.
6. Execute travel arrangements on behalf of the client including researching and booking flights, ensuring that all travel reservations meet the requirements as set forth by the client.
7. Receive and make telephone calls on behalf of the client as required.

2021-2022

Autoten Nigeria Limited

Administrative Assistant

1. Managed appointments and calendar and booked meetings with new and existing clients.
2. Organized and maintained online company files, invoices, and other digital documentation.
3. Built up massive database of past and current clients
4. Created Presentation Slides using Google Slides and PowerPoint so as to visually communicate ideas and bring them to life

Achievements

- Built up massive database of past and current clients and maintained customers relationship
- Managed a team virtually using, skype, phone, Google Meet and email correspondence.
- Managed several email accounts on a daily basis, ensuring excellent customer care for our clients.