

# JEFFREY OCHE OGAH

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## SUMMARY

Detail-oriented and organized virtual assistant, providing excellent administrative support remotely. Proficient in data entry, documentation, scheduling, email management and web research. Adept at working independently and managing multiple tasks efficiently. Excellent verbal communication abilities. Skilled in Microsoft Office, Google Workspace and collaboration tools. Passionate about providing top-notch assistance to teams and executives in a virtual setting. Core strengths include problem-solving, critical thinking, adaptability and time management.

## SKILLS and ABILITIES

- Proficient in MS Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides)
- Strong written and verbal communication skills
- Excellent time management ability to prioritize tasks
- Highly organized with acute attention to detail
- Resourceful problem-solver and critical thinker
- Experience building executive schedules and calendars
- Skilled in documentation, note taking and meeting transcription
- Knowledge of email management
- Working experience with video editing tools (CapCut)
- Web and internet research abilities
- Ability to work independently and as part of a remote team

## INSTITUTIONS AND QUALIFICATIONS

- **ALX Africa**  
(*Certified Virtual Assistant*) 2022
- **BENUE STATE UNIVERSITY, MAKURDI.**  
(*B.Sc. Human Physiology*) 2023  
- Relevant Courses: Database Management, Research, Health Statistics
- **St. JOSEPH SECONDARY SCHOOL, NYIMAN. MAKURDI.**  
(*WASSCE*) 2017
- **St. JOSEPH PRIMARY SCHOOL, MAKURDI.**  
(*FSLC*) 2011

## LEADERSHIP / VOLUNTEER SERVICES

- **Students' Physiological Association of Nigeria, Benue State University Chapter.**  
*Achievements: Vice President* *March, 2021 – February, 2022*
- Organized 5 activities that increased department engagement by 25%
- Compiled data and statistics for monthly reports
- See to the proper organization of meetings
- Organized diverse activities in the development of the department.
- Attend to instructions from the superior.

## RELEVANT EXPERIENCE

ICON Media, Remote  
Role: Virtual Assistant

*Nov., 2022 – August, 2023*

- Provide calendar management and scheduling support for 5-person executive team
- Make travel arrangements including hotels, transportation
- Transcribe meeting notes, compile weekly status reports
- Liaise between executives and clients/vendors on schedules and follow up
- Submit IT help tickets for technical issues and track resolution

## REFEREES

- **Cornelius Ogah**  
Document Specialist, Outsource Global Technologies Limited,  
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