

CHIKEZIE PATIENCE NNENNA

VIRTUAL ASSISTANT

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65,market road obudu

With years of experience as an executive assistant, I specialize in providing top-notch administrative support to professionals like you. My mission is to be your trusted partner, dedicated to efficiently managing your tasks and ensuring your day runs smoothly.
Professional Experience

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) • Google Workspace (Gmail, Google Docs, Google Sheets, Google Slides, Google Calendar) • Calendar and scheduling tools (Microsoft Outlook Calendar, Google Calendar, Calendly) • Project management software (Trello, Asana, Monday.com) • Communication and collaboration tools (Slack, Microsoft Teams, Zoom, Skype) • Document and file management tools (Google Drive, Dropbox, OneDrive) • Travel management tools (Concur, Expensify, TripIt) • CRM software (Salesforce, HubSpot, Zoho) • Social media management tools (Hootsuite, Buffer) • Online research tools (Google Scholar, JSTOR, PubMed) • Expense tracking and budgeting tools (QuickBooks, Excel, FreshBooks) • Presentation tools (Prezi, Canva, PowerPoint) •

EDUCATIONAL HISTORY

City Life Computer Center |
2011

Abdul Gusau Polytechnic zamfara |
2012-2014

Imo State University Nigeria |2021-
2024

CERTIFICATION

- Degree in computer
- OND in Business Administration
- BA in Accounting

INTERESTS

- Reading
- Writing
- Learning new skills

WORK EXPERIENCE

Virtual Assistant

ZAMSACAS ZAMFARA

- Responding to, and organizing emails on behalf of the client.
- Scheduling appointments, setting reminders, and coordinating events.
- Entering and maintaining information in spreadsheets, databases, or CRM systems.
- Handling paperwork. Curating contents and canva designs.
- Organising and managing files and documents.

Customer service Representative

Access Bank Plc |2017-2022

- Addressed customer inquiries and concerns
- Resolved customers' complaints and issues
- Assisted with processing and returns. Addressed customer inquiries and concerns
- Resolved customer's complaints and issues
- Assisted with processing and returns.

Executive Assistant

Twinkles fashion and catering house 2023

- Scheduling Appointments
- Handling Incoming calls and guests.
- Organized and maintained files and documents.
- Managed calendars and deadlines.
- Conducted research and compiled information.
- Handled confidential and sensitive information.
- Provided general administrative support