

Aneefat Ali

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Virtual Assistant

Dedicated and highly organized virtual assistant with a proven track record of providing efficient administrative support. Seeking to contribute my skills in enhancing productivity and streamlining processes for individuals and businesses.

WORK EXPERIENCE

Betta Hospital, Lagos, Nigeria | Nov. 2022 – Present • Part-time

Virtual Assistant

- Collaborated with clients to understand their needs and provide tailored virtual assistance services.
- Managed and organized schedules, appointments, and travel arrangements for clients.
- Handled email correspondence, drafted documents, and maintained accurate records.
- Conducted market research and assisted in the preparation of reports and presentations.
- Maintained confidentiality and ensured the security of sensitive information.

Leadway Company, Lagos, Nigeria | Jan. 2023 – Nov. 2023 • Part-time

Administrative Assistant

- Provided administrative support to the management team, including calendar management and travel coordination.
- Prepared and edited documents, reports, and presentations using Microsoft Office Suite.
- Coordinated meetings and ensured seamless communication within the office.
- Managed office supplies and facilitated the ordering of necessary items.

VOLUNTEERING & LEADERSHIP

Rotary Club

Club Secretary and Administrative Assistant • Omole, Lagos • 07/2022 – Present

Rotary Club is a global service organization known for its commitment to community service, professional development, and international understanding. Also, they deal with giving service to humanity and giving out to the society or community.

EDUCATION

Honors in Virtual Assistant

Africa Leadership Xcelerator (ALX) • Lagos • 09/2022 – 12/2022

This course is designed to develop and practice professional skills that are most needed to be a successful Virtual Assistant-- specifically:

1. A growth mindset and willingness to figure out how to get the job done.
2. Outstanding, proactive communication with a remote client/manager.
3. Time management, task organization and prioritization.
4. Managing a client's email inbox.
5. Managing a client's calendar and scheduling.
6. Internet research and synthesis.
7. Creating slides & presentations.
8. Researching.
9. Data entry and expense tracking.
10. Use of common web and software applications including the Google Workspace suite and video conferencing tools.
11. Written & spoken communication that is clear, professional, succinct, and effective.
12. Handling sensitive data and maintaining confidentiality.

CERTIFICATIONS

ALX Virtual Assistant Course_ Honors

ALX - The Room • 08/2022 - 12/2022

SKILLS

Ability to prioritize tasks and manage to work independently in a remote setting, High computer and typing skills proficiency, Organizational and time management skills, Proficient in communication tools both written and verbal, Proficient in google workspace, Proficient in microsoft office suite, Proficient in slack, strong problem-solving and decision-making abilities