

Kolawole Teslim

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Virtual Assistant

EXPERIENCE

Shield concept project limited- Architecture firm.

Location- offa, kwara state, Nigeria

Job Title- virtual assistant/ customer service representative

CONTRACT

APRIL 2019 - MAY 2020

- Responsible for regular corporate communication, including circulation of internal newsletters and external marketing materials.
- Liaise with a remote team of virtual assistants to promote best practices and ensure cohesive coordination of activities.
- Maintain a 24-hour response rate for customer communication, employing effective prioritization techniques.
- Multi task to manage calendars for 4 consultants across multiple teams and time zones.
- Completed IAAP certification while fully employed, including undertaking 7K+ hours of work experience and passing the 225- question exam.

Freelance virtual assistant

2020 - PRESENT

EDUCATION

School Name- Buk International School

Location- offa, kwara state, Nigeria

Degree- High School Diploma

MAY 2009 - APRIL 2015

Result Type: N.E.C.O, class of 2015 (Top 7% Of The Class)

Extracurricular Activities: sport club, agriculture club.

School Name- Kano University Of Science And Technology

Location- Wudil, Kano, Nigeria

Degree- B.sc Architecture

FEBRUARY 2018 - PRESENT

GPA: 3.25 (currently)

Extracurricular Activities: Taekwondo club, Gym Class.

SKILLS

Proofreading
Time Management
Customer Experience
Phone Etiquette
Email management
Problem Solving
IT knowledge
Bookkeeping
Good Communication Skills

LANGUAGES

Fluent English
Fluent Yoruba
Basic Korean

SUMMARY

As a virtual assistant, I am a highly organized and efficient professional who excels at managing tasks and providing support remotely. With excellent communication skills and a strong attention to detail, I am able to effectively prioritize and complete tasks in a timely manner. I am proficient in various administrative tasks such as scheduling appointments, managing emails, and conducting research. Additionally, I am skilled in using various software and tools to streamline processes and enhance productivity. With a proactive and adaptable approach, I am able to quickly learn new skills and adapt to different work environments. Overall, I am a reliable and dedicated virtual assistant who is committed to providing exceptional support to clients.