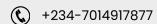
Samuel Onojiolu Michael Virtual Assistant



samono878@gmail.com

1 Ekhator street, Evbuomore Benin City, Nigeria

Skills

- Communication
- Time management
- Organization
- Computer software and technology
- · Attention to details
- Team work
- Research

Language

English (Very Good)

Summary

Highly skilled and organized Virtual Assistant with two (2) years of experience providing administrative support to entrepreneurs, executives, and businesses. Proficient in Google Suite, Microsoft Office, and various productivity tools.

Education

Bachelor of Science

University of Benin

2019-2024

Experience

Data Encoder

NTH Pragmatist

October 2016 - August 2017

- Entered data into computer database with high accuracy and efficiency using computer software and technology
- Managed and maintained accurate record and report
- Worked in a team environment to meet goals and deadlines

Administrative Role

David Adekunle and Co.

December 2017 - July 2018

- Assisted executives with administrative tasks, document management, and communication and customer support
- Scheduled and coordinated meetings
- Maintained accurate records and databases

Tools and Software

- Google Suite
- Microsoft Office
- Trello
- Zoom
- Slack