
Udogu Adaeze

Virtual Assitant





Introduction



About me

Hello! I'm Adaeze Stella Udogu, a passionate and results-driven Virtual Assistant with over 3 years of experience specializing in customer support, data entry, and sales representation. My career has been dedicated to providing exceptional virtual support, streamlining operations, and enhancing client satisfaction.

I am committed to helping you achieve remarkable success by alleviating your workload and enabling you to focus on strategic priorities. My proactive approach, combined with my extensive experience and proficiency in essential tools, ensures that you receive high-quality support tailored to your needs.

Ready to enhance your operations and drive success? Send me an invite to get started. Let's work together to achieve your goals and streamline your business processes.

Professional projects



Check out

Meeting agenda

Check out

Calendar
management

Check out

project
presentation

Professional projects



Check out

Expense tracker

Check out

Travel Itinery

Check out

Travel pack



Educational Background



Virtual assistant Course

2024

ALX africa

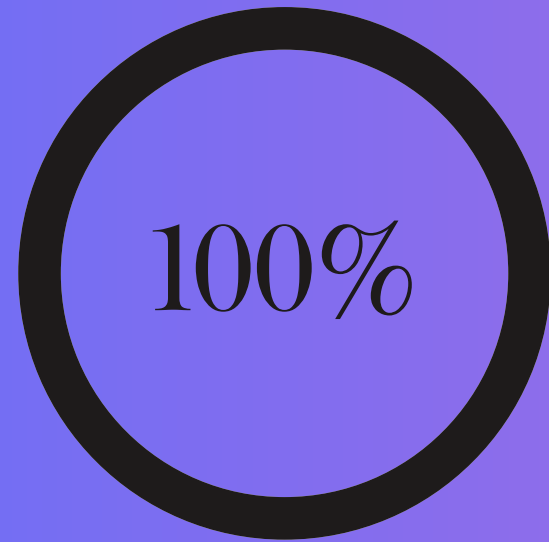


AI Career essentials

2024

ALX africa

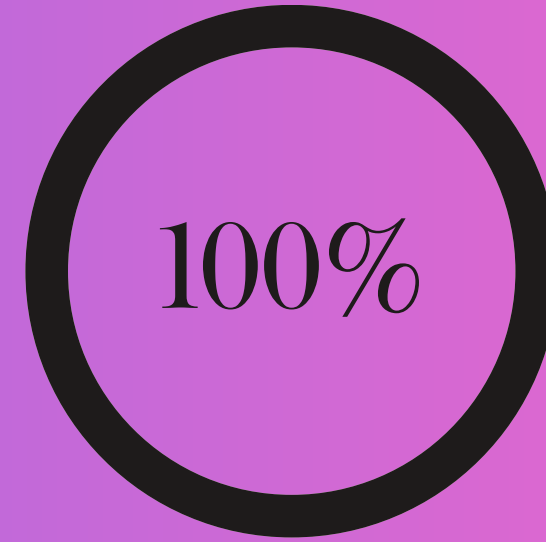
Personal Skills



Microsoft
tools



Client
managment



Project
presentation

Network

Social networks



[Check out](#)



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Let's Work Together



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