

# AYENI ANUOLUWAPO

Virtual Assistant | Social Media | Travel Management  
Helping brands stay organized, visible, and travel ready.

📍 Lagos, Nigeria

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linkedin Ayeni Anuoluwapo



# ABOUT ME



Hi, I am Ayeni Anuoluwapo,  
I am a detail-oriented Virtual Assistant and Social Media Manager  
with added expertise in Business Travel Management.

With over 2 years of experience supporting entrepreneurs,  
startups, and creative teams, I specialize in keeping operations  
smooth, brands active online, and corporate travel stress-free.

Whether it's your online presence, managing inboxes, or  
organizing trips - I am your dependable behind-the-scenes asset.

# SERVICES I OFFER

## **Virtual Assistant Services**

- Inbox & calendar management
- Proposal and Slide Presentation
- Meeting coordination
- Admin support

## **Social Media Management**

- Content planning & creation
- Caption writing & scheduling
- Hashtag and Trends
- Engagement (DMs, comments)

## **Travel Management Services**

- Corporate travel planning
- Flight and Hotel Booking
- Logistic and Support
- Visa support & airport transfers



**WAGMI  
ACADEMY**

# From Zero to Crypto: A Step-by-Step Guide for Beginners

TUTOR: KFIT

**Our Blog**

Home → Our Blog

**Updates**

**Travel TIPS**

**Checklist for**

**Flexible, Rewarding, Memorable:**

**How Travel Incentives Work**

**PASSPORT**

**TRAVEL MANAGEMENT COMPANY**

- Travel Management
- Expatriate Immigration
- Travel incentive
- Team Bonding

wayfaretravels.ng  
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corporatedesk@wayfaretravels.ng

**Wayfare Travels**

Wayfare Travels | Seamless Corporate Travel, Motivating Incentive Trips, Unforgettable Team Bonding

Travel Arrangements · Lagos, Lagos State · 712 followers · 11-50 employees

Peace & 1 other connection work here

**Message** **Following** **...**

**Home** **About** **Posts** **Jobs** **People** **Insights**

**Overview**

Wayfare Travels | Your Trusted Partner for Seamless Corporate Travels

At Wayfare Travels, we specialize in delivering top-notch corporate travel management, incentive trips, team bonding experiences, expatriate immigration services, and luxury getaways tailored to your needs. We take the stress ... see more

# SAMPLE WORK

## Social Media Management – DSB Media

- Planned weekly posts & Reels for multiple clients
- Wrote captions & managed engagement
- Managed DMs professionally

## Travel Coordination – Wayfare Travels

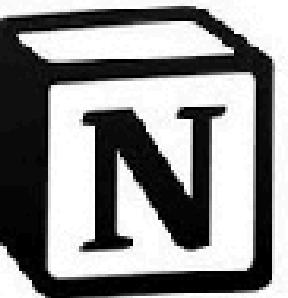
- Managed trip itineraries for teams
- Organized incentive packages

## Admin Support – Organised logistics

- Managed calendar, inbox & follow-ups
- Admin tasks
- Proposals and slide presentation creation
- Customer Service

# TOOLS I USE

- 🛠️ Canva
- 🛠️ Google Suite
- 🛠️ Notion
- 🛠️ Instagram
- 🛠️ Zoho CRM
- 🛠️ Calendy
- 🛠️ Travel planning tools (Wakanow etc.)
- 🛠️ Slack
- 🛠️ Asana

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# CERTIFICATIONS

- Virtual Assistance

**ALX Africa**- Completed [August,2024]

-Covered admin systems, time management, and client communication.

- Social Media Management Certificate

**New Height Academy**- Completed [March, 2023]

- Focused on Instagram & LinkedIn content and branding, strategy, and engagement.



# What They Say About What I Do

“Working with Anu took a huge load off my plate , she handled every tasks excellently.”

Organised  
Logistics

Her communication and organization skills are top-tier. Highly recommended!”

Dsb Media

I was amazed on how quickly Anu picked up on our processes. She is proactive and reliable.

Tosin



# GET IN TOUCH



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Ayeni Anuoluwapo