

Edet Effiong

Software Engineer
Virtual Assistant
Project Manager

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Linkedin

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Address:

Wuse II,
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Skills

- Data Entry
- Spreadsheet management
- Meeting Minutes
- Project management
- Conferencing Planning
- Social media management
- Email Management
- Web development

SUMMARY

- Organized Virtual Assistant and project manager dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes.
- A focused and communicative individual possessing superb data entry, time management, and customer service skills.
- Offering two years of experience providing quality administrative support to clients.

WORK EXPERIENCE**Project Manager**

Kings Nig Ltd

- Developed and initiated projects, managed costs, and monitored performance.
- Updated operational methods and oversaw accounting procedures for improved efficiency.
- Met project deadlines without sacrificing build quality or workplace safety.
- Maintained relationships with material vendors to lower costs and diversify capabilities.

Executive Assistant

Cerebral International, Jabi Abuja

- Completed business correspondence, transcription, and data entry.
- Managed electronic and paper filing systems by updating paperwork, maintaining documents and accurately recording information.
- Kept extensive contact list updated with new contacts and changes to existing connections.
- Researched topics and events to support the supervisor's work agenda and projects

Data Entry

Upwork

- Responsible for transferring data from paper formats into computer files or Database system
- Maintaining customer databases, entering new and updated information, and preparing source

files that will be used in computerized formats.

Executive Assistant

BSTAN Group

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments.
- Booking and arranging travel, transport, and accommodation.
- Email management
- Reminding the stakeholders/executives of essential tasks and deadlines.
- preparing reports, presentations, and correspondence.
- Managing databases and filing systems.
- Liaising with staff, suppliers, and clients.
- Data entry
- Internet Research
- Calendar management

EDUCATION

Bachelor of Science: computer science | Apr 2017 - Nov 2020

National Open University of Nigeria

Post Graduate Diploma: Project Management | 2022

Udemy Business school

Post Graduate Diploma: Virtual Assistance | 2022

African Leadership Group (ALX)

HOBBIES

- Singing
- Reading
- Traveling