



ADEWOYE EMMANUEL

VIRTUAL ASSISTANT

Email
Address

adewoyeemmanuel99@gmail.com

Introduction

I am a dedicated and enthusiastic virtual assistant with a passion for turning ideas into reality. My goal is to provide exceptional support and ensure client satisfaction. With a proactive approach, I am committed to making every project a success



SOFT-SKILLS

Administrative Support:

- Calendar and Schedule management
 - Organizing tasks for smooth daily activities
 - Data Entry
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Communication:

- Excellent written and verbal skills
 - Clear interaction with people
 - Customer Service and Support
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- Time Management
 - Organization
 - Proactive
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TECHNICAL-SKILLS

- Project Management Software: Trello, Asana, Click up.
- Communication Mediums: Slack, Zoom, Microsoft Teams, Google Meet.
- Google Workspace
- File Sharing: Google Drive.
- Canva
- Social Media

Certification



CERTIFICATE OF ACHIEVEMENT

Proudly Presented to

Emmanuel Adewoye

For successfully completing an 8-week programme in
Virtual Assistance Skills in the Digital Age



FRED SWANIKER
Founder & CEO, AL Group



**JACO JANSEN VAN
RENSBURG**
VP of Learning, ALX

Date of Issue: 26th November 2024

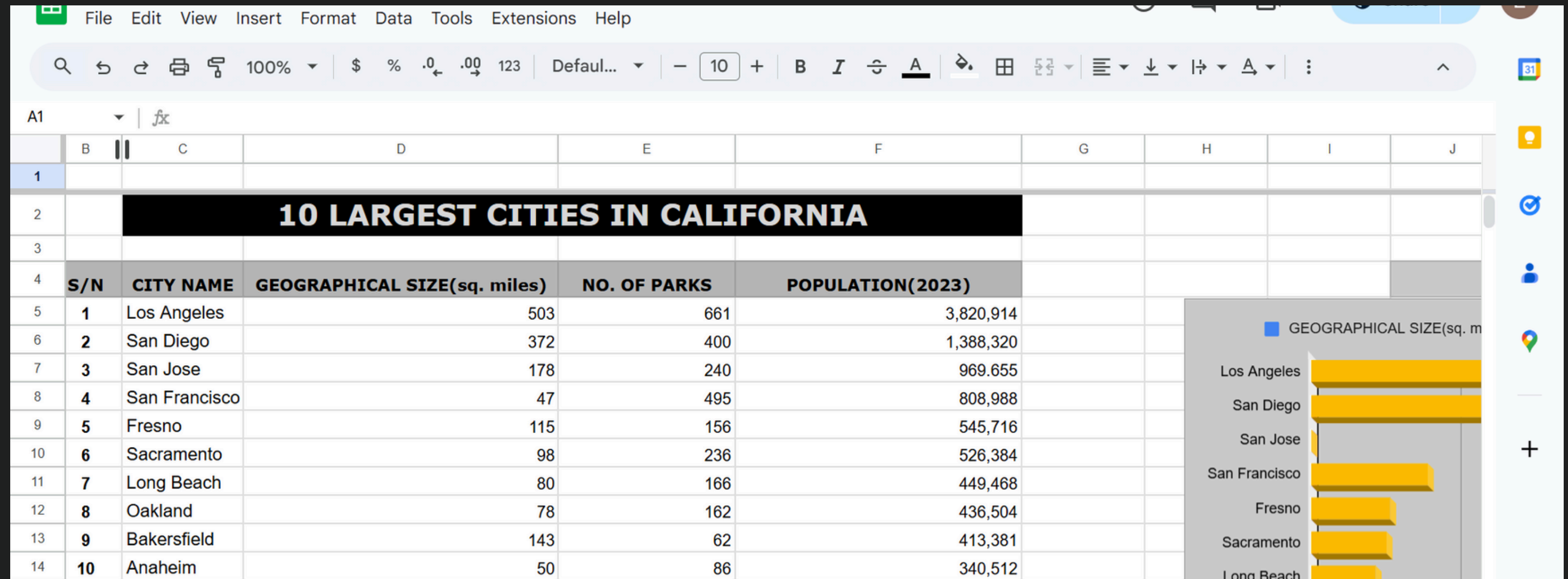
Program completion date: 26th November 2024

Scan the qr code or visit <https://intranet.alxswe.com/certificates/Syh2Jx9zcB> to authenticate this certificate



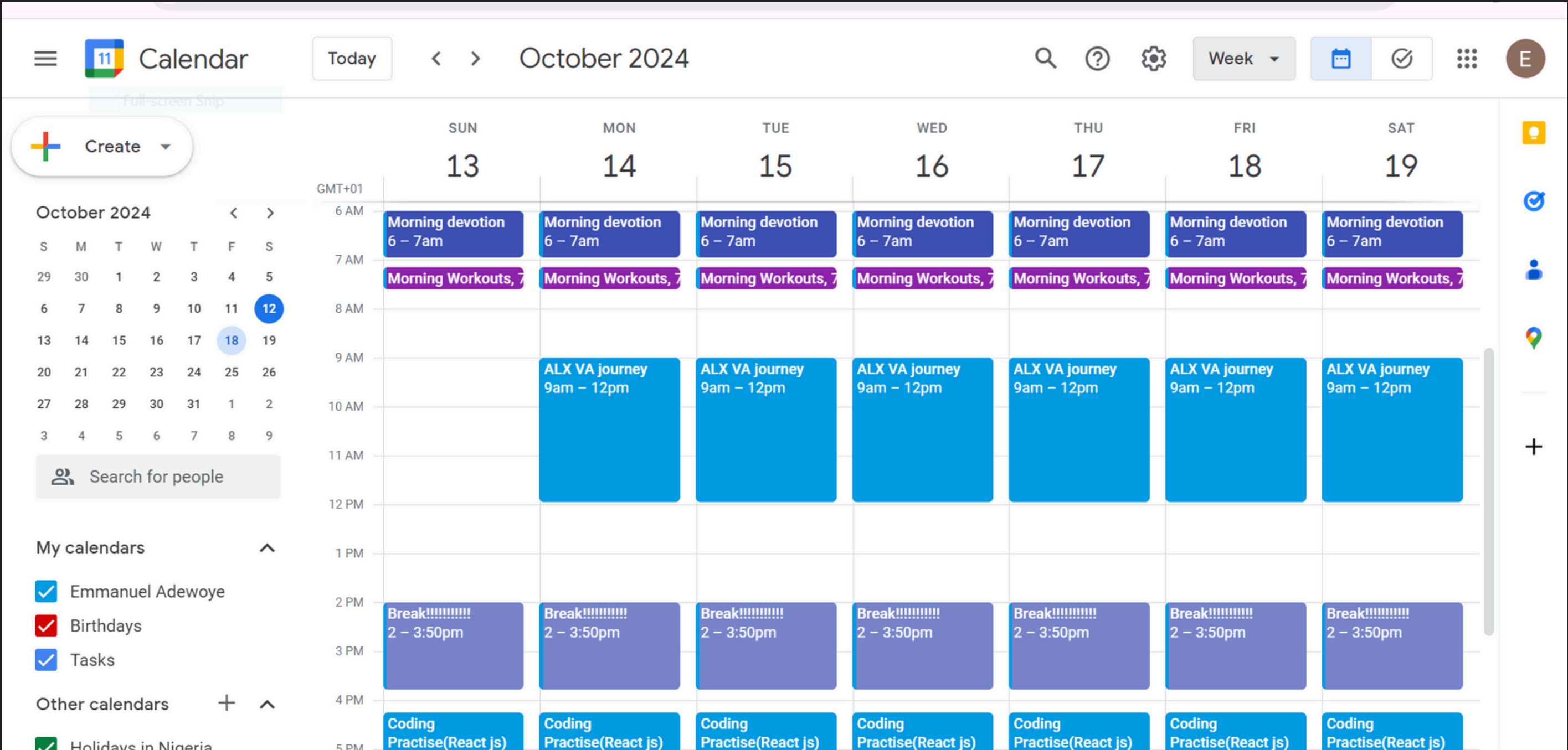
Completed Projects

[Click to view project](#)



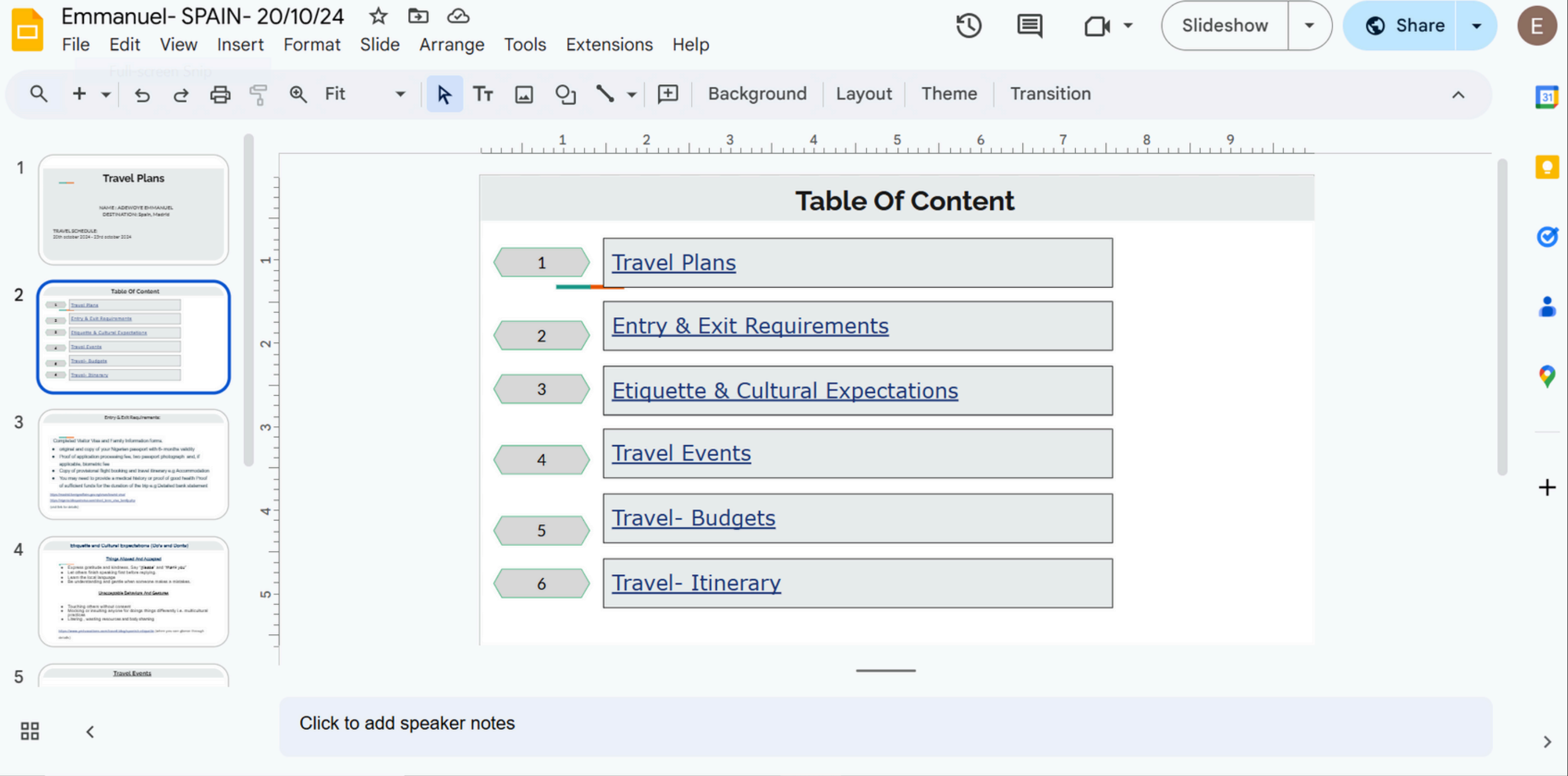
01. Research And Data Entry

Completed Projects



02. Calender Management

Completed Projects



03. Travel Plan and Booking

[Click to view](#)

WORK WITH ME

CONTACT ME

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