

# ANYADIEGWU MUNACHI VIVIAN

## VIRTUAL ASSISTANT

No. 1 Ogechukwu Street, umudioka Awka, Anambra State.

+234-907-557-2707 | munachia909@gmail.com

<https://www.linkedin.com/in/anyadiegwu-munachi> |

### MY PORTFOLIO LINK

## SUMMARY

Dedicated Virtual Assistant with over 1 year of experience in administrative support, data entry, and client communications. Successfully delivered 50+ hours of training and guided students in building job-ready portfolios, with 75% securing freelance or remote roles. Known for reliability, excellent communication, and a strong ability to manage multiple tasks in fast-paced remote settings.

## EDUCATION

### BSC. APPLIED BIOCHEMISTRY

**Nnamdi Azikiwe university**

October 2019 - December 2023

## SKILLS

Time management

Communication

Organization

Attention to details

Proficient in Google workspace,

Proficient in Microsoft suite

project management tools

## PROJECTS

### Email Management

- Managed 200+ emails across various projects, prioritized urgent messages, and maintained an organized inbox, improving communication efficiency by 20%.

### Calendar Management

- Scheduled 5+ meetings across different time zones, reducing scheduling conflicts and enhancing time management.

## INTERNET RESEARCH

- Conducted in-depth research on market trends and client needs, delivering 5+ actionable reports that supported timely and informed decision-making.

### Travel Planning

- Arranged travel logistics for 5+ trips, helping to cut costs and streamline travel planning for better efficiency.

### Data Entry

- Entered and cleaned large datasets in Excel, improving data accuracy and reporting efficiency by 30%

## WORK EXPERIENCE

### VIRTUAL ASSISTANT TUTOR

**NETISENS ICT**

**UYO, NIGERIA.**

ONSITE | February 2025 - Present

- Designed 5+ real-world projects that enabled 75% of students to build job-ready portfolios and secure remote roles
- Created customized tasks and client-based simulations, boosting student confidence and hands-on skills by 40%
- Mentored over 15 students through capstone and real-time projects, supporting portfolio development and professional growth

### VIRTUAL ASSISTANT

**OsMaxin Developers**

**AWKA, NIGERIA.**

Remote | December 2024 - May 2025

- Improved task turnaround by 25% through effective administrative support
- Managed emails, calendars, and data entry using Excel, Google Workspace, and Canva
- Organized digital files, cutting retrieval time by 35%
- Supported client communication and marketing, boosting satisfaction and efficiency

### DATA ENTRY EXPERT

**Freelance/ Remote**

July 2024 - July 2024

- Entered and cleaned 500,000+ records in Excel with 99% accuracy
- Implemented a system that improved data retrieval by 40%.
- Maintained formatting and validation, cutting revision time by 30%
- Handled the project independently and received praise for speed and accuracy

## REFERENCES

AVAILABLE ON REQUEST