

Odogbo Moses Damilola

Virtual Assistant | Remote-Ready with Hybrid Availability

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Professional Summary

Organized and tech-savvy Virtual Assistant with a background in sales, customer engagement, and administrative support. Skilled at managing schedules, handling communications, and coordinating tasks efficiently in remote environments. Adept with digital tools, quick to learn new systems, and committed to providing exceptional support that helps businesses run smoothly.

Core Competencies

- Email & Calendar Management
 - Customer Service & Relationship Building
 - Document Preparation & Data Entry
 - Scheduling & Meeting Coordination
 - Social Media Assistance (content posting & monitoring)
 - Digital Collaboration Tools (Google Workspace, Zoom, Slack)
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Professional Experience

Sales Associate – Wristwatchshop (Hybrid)

Lagos, Nigeria — 2022–2023

- Assisted customers in selecting wristwatches based on style, budget, and preferences, resulting in increased customer satisfaction and repeat business.
 - Managed inventory and updated product displays to highlight new arrivals and bestsellers.
 - Handled customer inquiries via phone and WhatsApp, demonstrating remote communication skills.
 - Collaborated with team members during monthly strategy meetings held in-office.
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Education

Federal University of Petroleum Resources, Warri, Delta State

Bachelor of Engineering in Chemical Engineering

Graduation: 2023

Certifications & Learning

- Web Development Course – Coursera (demonstrates tech fluency)
 - Virtual Assistant Certificate – ALX Africa
 - Currently exploring sales techniques via YouTube & LinkedIn Learning
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Key Strengths

- Excellent verbal and written communication
 - Highly organised with attention to details
 - Fast learner with adaptability to new tools
 - Adaptable and quick to learn new processes
 - Team player with self-motivation for independent work
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Soft Skills

- Good communication skills
 - Problem-solving mindset
 - Team-oriented and collaborative
 - Fast learner and adaptable
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Extras

- Open to hybrid work arrangements
- Comfortable with remote tools and virtual meetings
- Willing to travel to office once or twice monthly if required