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 Portfolio: <https://munjazir.my.canva.site/black-minimalist-creative-portfolio-presentation>

Professional Summary

Detail-oriented and proactive Virtual Assistant with 1+ year of experience providing administrative, customer support, and data entry services to businesses and professionals. Skilled in managing schedules, handling correspondence, organizing documents, and performing online research to ensure smooth day-to-day operations. Adept at using digital tools to improve efficiency, with proven ability to work independently and meet deadlines.

Core Skills

- Calendar & Email Management
- Data Entry & Record Keeping
- Customer Service & Support
- Document Preparation (Word, Excel, PDF)
- Online Research & Report Writing
- Social Media Management
- File Management (Google Workspace, Microsoft Office Suite)
- Strong Communication & Time Management

Professional Experience

Virtual Assistant

Freelance / Remote

Jan 2024 – Present

- Provided administrative support including scheduling, managing emails, and preparing reports for clients.
- Handled data entry tasks, ensuring accuracy and confidentiality of client information.
- Assisted with social media management (content scheduling, responding to messages, tracking engagement).
- Conducted online research for business projects, product sourcing, and market insights.
- Managed document organization using Google Drive and Microsoft OneDrive.

CYX**2022 – 2023**

- Welcomed and assisted visitors, providing excellent customer service.
- Handled phone calls, correspondence, and scheduling of appointments.
- Maintained records, files, and office supplies to support smooth office operations.
- Supported management with clerical duties and meeting coordination.

Education

Bachelor in education(B.ed),Undergraduate-
National Open University of Nigeria(NOUN)-2023-Till date

Certifications & Training

- Data Analysis & Visualization (Certified) – ALX / 3MTT Fellowship
- Microsoft Excel for Data Entry & Analysis – CISCO
- Administrative & Virtual Assistance Training – CORSERA

Technical Tools

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Drive, Gmail, Calendar)
- Trello, Asana, Slack, Zoom
- Canva (for simple designs & social media posts)

References

Available on request.