



Mustapha Abdulazeez

VIRTUAL ASSISTANT

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Ikeja, Lagos State

SKILLS

- Calendar Management
- Email Handling
- Customer Support
- Data Entry
- Administrative Support
- Document Preparation
- Scheduling
- Travel Arrangements

TOOLS

- Microsoft Office
- Trello
- Asana
- Slack
- Google Workspace
- Zoom
- Calendly
- Notion

EXPERIENCE

Virtual Assistant

2020-09 - 2021-04

We Work Per Hour, Lagos, Nigeria

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EDUCATION

Science

2021 - 2022

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