

VICTOR OKORUWA

Nigeria

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PROFESSIONAL SUMMARY

Dedicated Virtual Assistant with extensive experience in operational coordination, planning, and support. Background working with confidential information, strict processes and ambitious targets. Thrives under pressure in high-tempo environments to meet tight deadlines. Passionate about business success and talented at supporting executive, team and customer needs. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic with the ability to perform effectively in independent or team environments.

SKILLS

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| • CRM management | • Travel administration |
| • Data entry | • External communications |
| • Advanced MS Office Suite knowledge | • Grammar expertise |
| • Meeting planning | • Project scheduling |
| • Market research techniques | • Data organisation |
| • Report analysis | • Overseeing automated databases |
| • Event coordination | • Detail-orientated |
| • Contact list management | • Accurate minute-taking |
| • Problem resolution | • Optimising processes |
| • Diary management | • Dedicated team player |
| • Self-directed | • File archive administration |
| • Results-orientated | • Event planning |
| • Operational processes | • Excellent written and verbal communication |

WORK HISTORY

12/2021 - Current

Virtual Assistant

MC Global Music - United States of America

- Crafting visually compelling web designs that captivate and engage users, ensuring a seamless and aesthetically pleasing online presence for the executive.
- Efficiently uploading and managing relevant information on WordPress platforms, fostering a user-friendly interface and optimizing the online environment for streamlined accessibility.
- Executing precise and accurate data entry tasks, maintaining an unwavering commitment to data integrity and completeness, thereby contributing to the creation of a well-organized and easily navigable digital repository.
- Strategically sourcing partnerships with companies that champion the work of independent artists, actively supporting the executive's vision to promote and showcase indie talents on a global scale.
- Facilitating the publication of the executive's musical creations on Spotify, orchestrating a seamless and compliant process from inception to release, ensuring adherence to all relevant creative laws and regulations.

02/2022 - 01/2023

Logistics Manager

FoodCo - Nigeria

- Transformed truck driver tracking systems to enhance delivery efficiency and reduce operational costs, ensuring real-time monitoring and streamlined route optimization.
- Implemented a meticulous tracking system to enhance delivery precision, minimizing errors and significantly improving customer satisfaction.
- Championed effective inventory management strategies, reducing excess stock levels and holding costs, while maintaining seamless supply chain continuity.
- Led initiatives to elevate truck driver performance through targeted training programs and performance monitoring, resulting in improved on-time deliveries and reduced delivery time variability.
- Established a comprehensive tracking framework for inventory movement, truck

drivers, and delivery processes, fostering a culture of accountability and transparency to minimize instances of lost or delayed shipments.

06/2017 - 06/2019

Business Development Manager

Hogarth Representation Limited - Nigeria

- Steered seamless operations at the bookstore, orchestrating a dynamic and customer-centric environment that resulted in increased foot traffic and heightened customer satisfaction.
- Managed end-to-end processes for wholesale purchase and delivery of books, optimizing procurement strategies to ensure cost-effectiveness and timely stock replenishment.
- Led the initiative to scan and convert print books to digital formats, fostering accessibility and expanding the bookstore's digital footprint to cater to evolving market trends.
- Provided expert tech support in addressing issues with the order tracking software, ensuring a smooth and efficient operational workflow for the entire team.
- Executed the conversion of print documents to electronic formats, enhancing document accessibility and contributing to the organization's commitment to sustainability.
- Determined areas of business profitability through meticulous analysis, offering strategic insights and serving as a trusted adviser and chief of staff to the CEO during the exploration of various business activities.

EDUCATION

Current

PhD : Mechanical Engineering
University of Ibadan - Nigeria

2017

Masters : Mechanical Engineering
University of Ibadan - Nigeria

2014

Bachelor : Mechanical Engineering
University of Ibadan - Nigeria

TRAININGS

- Email Copywriting - **2023**
- Sustainable System of Organic Vegetable Production - **2020**
- CEO Masterclass at Ibadan Business School - **2018**
- Plant Design Management Systems (PDMS) | **Xandeross Solutions - 2012**