

TIJANI RIDWAN OLUWASEUN

13, Onafeko Street, Folaagoro, Akoka, Somolu, Lagos, Nigeria

☎ 08033252474 | 07082706293

✉ tijanioluwaseun26@gmail.com | tijanioluwaseun25@outlook.com

PROFESSIONAL SUMMARY

Detail-oriented and empathetic professional with a background in customer-facing roles and recent certification as a Virtual Assistant. Skilled in client support, problem-solving, multitasking, and digital communication. Known for excellent interpersonal skills, quick adaptability, and the ability to maintain professionalism in high-pressure environments. Passionate about delivering outstanding customer experiences and fostering brand trust.

CORE SKILLS

- Customer Service & Client Relations
- Email & Chat Support
- Administrative Assistance
- Microsoft Office Suite (Excel, Word, Outlook)
- Virtual Communication Tools (Zoom, Google Meet, Slack)
- Data Entry & Documentation
- Multitasking & Time Management
- Problem Solving and Emotional Intelligence

PROFESSIONAL EXPERIENCE

- Virtual Assistant Professional (VAP)
Digital Exchange Academy (DEXA)
June, 2025 - Present
- DAELITES – Data Analytics Elite Community
March, 2024 – Present

- Managed communication tasks including emails and client follow-up.
- Scheduled meetings, updated records, and ensured timely responses to client queries.
- Demonstrated high efficiency in using productivity tools and remote communication apps.

- Customer Support/Typist
Success Link Venture – Lagos
March 2015 – March 2018

- Served as a front-facing support for client document needs.
- Delivered excellent service through precise documentation, timely delivery, and attentive communication.
- Assisted clients with corrections, formatting, and technical explanations.

- Laboratory Assistant (Internship)
National Orthopaedic Hospital Igbobi – Pathology Dept.
March 2014 – March 2015

- Interacted with patients and internal staff, demonstrating professionalism and empathy.
- Supported laboratory personnel with administrative and reporting tasks.

EDUCATION

- Higher National Diploma (HND) – Chemistry | Yaba College of Technology, Lagos
2022–2024
- National Diploma (ND) – Science Laboratory Technology | Yaba College of Technology, Lagos
2012–2014
- Diploma – Desktop Publishing | Blat Global Resources, Lagos — 2009–2010

PROFESSIONAL TRAINING & CERTIFICATIONS

- Virtual Assistant Professional Training – 2025
- Member, American Chemical Society (ACS) – 2023- Present
- Bachelor of Copywriting (BOC) – March, 2021
- Graphic Design – Graphic Design Academy (GDA) – June, 2020

TECHNICAL & PERSONAL SKILLS

- Strong communication and writing skills
- Fast learner with high adaptability
- Able to work independently and in teams
- Organized, resourceful, and detail-oriented

HOBBIES

- Researching
- Writing
- Traveling

REFEREES

Dr. Moses Michichi
Deputy Chairman, Examination Council
Yaba College of Technology
☎ 08060123864

Mr. Tijani Saheed Aremu
Businessman
Lagos
☎ 07063614190