



Opoto Etulan Eva

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Summary

Data Entry and Virtual Assistant offering experience in organizing paper format document into their related Microsoft Office Software. Certified Excel and Web Design (WordPress) user, adept at formulating processes and leading teams in achieving excellence in client satisfaction, productivity, and profitability. Able to interact with customers and personnel at all levels.

Education

Bachelor of Engineering. Electrical

Sept. 2017 - July 2022

University of Port Harcourt

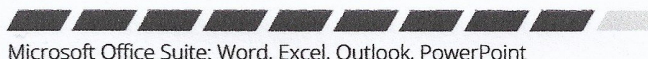
Skills

Databases



MS Access

Applications



Microsoft Office Suite: Word, Excel, Outlook, PowerPoint

Core Competencies

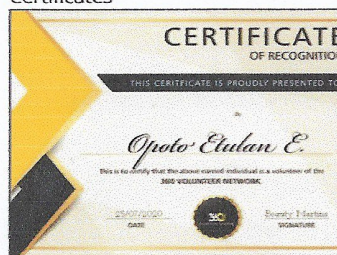
- Bookkeeping
- Organizational Skills
- Proficient Typing Skills
- Technical Support
- Information Sorting
- Confidentiality
- Quality Assurance
- Knowledge of relevant software packages
- Good Customer Service Skills

Volunteer Experience & Professional Affiliations

- Member, 360 Volunteer Network, 2020 – Present

Portfolio

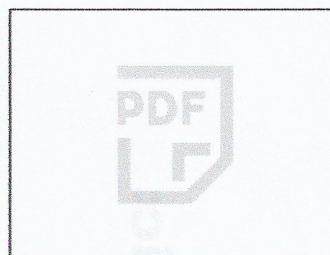
Certificates



360 Volunteer Network



Website Design (Wordpress)



Excel For Business