# Curriculum Vitae

## Personal Information

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## Professional Summary

Dynamic and detail-oriented professional with a diverse background in administrative support, technology, and sales assistance. Skilled in managing client relationships, streamlining operations, and optimizing processes to enhance productivity.

## Skills

• Google Tools

• Virtual Assistance

• Data Analysis

• Microsoft Excel

• Project Management

## Professional Experience

### Virtual Assistant

Company XYZ, Remote (Jan 2021 - Present)

• Provided administrative support to multiple clients, managing schedules, emails, and documentation.  
• Developed and maintained effective client relationships.  
• Utilized Google Workspace and CRM systems to enhance operational efficiency.

### Sales Assistant

Company ABC, Lagos (Jan 2019 - Dec 2020)

• Assisted in managing customer inquiries and sales processes.  
• Supported the sales team with data analysis and reporting.  
• Conducted market research to identify potential clients.

## Education

### Bachelor of Science in Business Administration

University of Lagos, Nigeria (Graduated: 2018)