



Natnael Ayele

Virtual Assistant

✉ natnaelayele80@gmail.com ☎ +2519351897756 🏠 Addis Ababa, Ethiopia, 1000

SKILLS

Administrative Support



Data Entry & Web Research



Digital Tools & Platforms
Expertise



Lead Generation



Tech-Savvy Support



Email Marketing Support



Software Development



SOFT SKILLS

Problem Solving



Team



Collaboration

Attention to Detail



Time



Management

Public speaking



Communication



LANGUAGES

Amharic

English

HOBBIES

- Reading Books
- Swimming
- Football

PROFILE LINKS

Website

<https://natnael-virtual-self.vercel.app/>

LinkedIn

<https://shorturl.at/TAwIB>

PROFESSIONAL SUMMARY

I am a professional virtual assistant with a background in software engineering and over one year of experience supporting businesses with administrative tasks, data entry, web research, email handling, and task management. I bring strong organizational skills, digital literacy, and attention to detail to help streamline daily operations. My experience with tools like Google Workspace, Trello, Notion, and Zoom allows me to manage workflows efficiently, coordinate communication, and deliver consistent, reliable support that aligns with client goals.

WORK EXPERIENCE

Virtual Assistant

Theday Digital

Data Entry and Outbound Marketing

Upwork

Email Managemtn

Allagi Travel

EDUCATION

Software Engineering

Adama Science and Technology University

Jun 2021 - Jun 2025

CERTIFICATIONS

Virtual Assistant

ALX Ethiopia

Digital Marketing

Google

Email Marketing

Udemy

Carrer guidance and Softskill

Derja

B2B Buisness Development and sales

Alison

VOLUNTEER

Charity

ASTU