

ABAZU KENNETH

VIRTUAL ASSISTANT



OBJECTIVE

My major objective in this field of work is to be a Highly organized and efficient virtual assistant with a proven track record of providing exceptional administrative support to clients. Proficient in various virtual tools and platforms, dedicated to ensuring smooth operations and enhancing productivity. Seeking to leverage my skills and experience to contribute to the success of clients in need of remote assistance.



MALE



[Http://kenneth-info.me](http://kenneth-info.me)



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13 MAY, 2000



Abazukenneth1324@gmail.com



ABIA, NIGERIA

EDUCATION

BSC IN
COMPUTER SCIENCE,
UNIVERSITY
OF NIGERIA NSUKKA,
2019.

WORK EXPERIENCE

WEBDEVES ACADEMY, ADMINISTRATIVE ASST.

- Managed a busy executive's calendar, including scheduling meetings, appointments, and travel arrangements.
- Handled email correspondence, ensuring timely responses and organized filing.
- Assisted with project management, including tracking progress and coordinating with team members.
- Oversaw social media accounts, creating content and engaging with the audience.

SKILLS

- GRAPHIC DESIGN
- VIDEO EDITING
- SOCIAL MEDIA MGT

TECH PODCAST CHANNEL, VIDEO EDITOR

- Set up camera and shoot podcast videos..
- Edits videos, and sound for audio podcasts..
- Creates shorts for more engagement and audience creation..