



Contact



chinemeremmaduaburochu
kwu@gmail.com

Skills

Problem Solving
IT Support
Customer Experience
Virtual Assistant
Communication Skills
Customer Service
IT Security
Social Skills
Microsoft Office
Customer relationship
manageme

Languages

English
Native - 05



chinemerem Maduaburochukwu

Virtual Assistant

👤 Female | 📅 31st May, 1994 | 📍 Nigeria, Port Harcourt

Citizenship: Nigeria

I am commercially goal-driven passionate woman who takes her relationship with clients serious and with great enthusiasm. I have knowledge of Crm and project management tools and It support services. I embrace change with a positive attitude.

Professional Experience

Virtual Assistant and customer support, appointment setter, email and chat support.

CYNTHIA'S BABY WORLD | Remote

Feb 2023 - Mar 2025

Setting of appointments, assisting virtually and giving email and chat support to clients.

Appointment setter and customer support

Bucho's Ventures | Remote

Apr 2020 - Jan 2023

Attending to customer tickets virtually and using crm tools and project management tools to provide services to clients and companies

Educational History

Bachelor of technology

Rivers state university of science and technology

Mar 2013 - Mar 2018

Certifications

Virtual Assistant IT support

DIGITAL WITCH COMMUNITY

Feb 2025

Access Bank of Nigeria

Youthrive

Mar 2024

References

Mr Abuchi Nwankwo

Bucho's Ventures

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INTERESTS & HOBBIES

Reading, Baking / Cooking, Coding