

BABAWANDE HABIBAT ADEBISI

VIRTUAL ASSISTANT

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SUMMARY

- Result-oriented individual with great organizational skills and time management..
- Proficient in relevant tools including AI tools and Google Workspace.
- Excellent written and verbal communication skills.
- Great level of discretion and confidentiality.
- Strong administrative and customer support background.

WORK EXPERIENCE

VIRTUAL ASSISTANT (VOLUNTEER) - MOBILE REEL CREATOR (2024)

- Conducting Internet Research for the Rebranding.
- Creation of Rebranding Announcement Schedule for the Brand.
- Scheduling events for Rebranding.

VIRTUAL ASSISTANT (VOLUNTEER) - MS. JOELLIANE (2024)

- Conducting Internet Research on Halloween
- Writing of Research paper

VIRTUAL ASSISTANT (VOLUNTEER) - MR. AMINU (2024)

- Conducting Internet Research on travels.
- Compiling and entering data for Travel Planning.

VIRTUAL ASSISTANT (VOLUNTEER) - MR. FOLORUNSHO (2024)

- Conducting Internet Research on a Business Plan.
- Presentation of business plan document.

EDUCATION

Lagos State University College Of Medicine (2024 till date)

Nursing Science

SKILLS

- Proficiency in Google Workspace.
- Data Entry
- Expense Tracking
- Travel Planning
- Booking Reservations
- Creating travel Itineraries
- Scheduling Meeting
- Calendar Management