**THEOPHILUS RAHEEM**

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**CAREER SUMMARY**

I am a skilled virtual assistant remotely providing administrative support to clients. Proficient in managing emails, scheduling appointments, and handling social media accounts. Adept at data entry, research, and creating presentations. I am known for my excellent communication skills, attention to detail, and ability to multitask efficiently. I am committed to helping businesses run smoothly by offering reliable and flexible support.

**SKILLS**

* **Technical skills:** Data Analysis, Microsoft Office suite, Project Management software, Research, Administrative support, Social Media Management
* **Soft skills:** Effective communication, Time management and organisation, problem-solving, and critical thinking, Customer service

**PORTFOLIO**

Here is a copy of my [PORTFOLIO](https://sites.google.com/view/theophilus-raheem/home)

**WORK EXPERIENCE**

**Virtual Assistant** **(Executive Assistant)**

**Astute Analytics - Nov. 2023 - till date** - Lagos, Nigeria

* **I assist in collecting, organizing, and preparing** data sets for analysis, ensuring 99% data accuracy and

improving data entry efficiency by 20%.

* I coordinate 3-5 training projects simultaneously, ensuring timely completion and client satisfaction.
* I collaborate with consultants to prepare and distribute meeting materials, reports, and deliverables.
* **I support the consultant** by creating and formatting reports, dashboards, and visual presentations, increasing report turnaround time by 30% and enhancing decision-making processes.
* I resolve 90% of client issues within 24 hours.
* I maintain accurate client records, updating CRM database with 100% accuracy.
* **I manage the consultant’s calendar, schedule meetings**, and handle email correspondence, improving project workflow efficiency by 25% and ensuring timely client communication.

**EDUCATIONAL BACKGROUND**

**Federal University Of Agriculture** - Abeokuta, Nigeria **2012 – 2016** - Bachelor of Biological Sciences (Zoology)

**CERTIFICATION**

Certificate in Virtual Assistance - ALX 2024