

CHIKA OKPARA

Lagos, Nigeria

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EXECUTIVE AND ADMINISTRATIVE VIRTUAL ASSISTANT

PROFESSIONAL SUMMARY

Organized Virtual Assistant dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. Focused and communicative individual possessing superb data entry, time management and customer service skills. Offering 3+ years of experience providing quality administrative support to clients in virtual environments. Proficient in MS Office, G Suite, Asana, Slack, Trello and other productivity tools. Possess strong communication and problem-solving skills with time management expertise to consistently meet objectives. A driven virtual administrative assistant who consistently strives for success.

SKILLS

- Meeting Sheduling
- Email Management
- Time Management
- Tasks Cordination
- Appointment Setting
- Project Management
- Data Entry
- Travel Itineraries
- Software skills- Ms. Office, zoom, G.Suite, Calendly, Hubspot, Picktime, slack, Trello, Monday.com, booking.com, CRMs, etc.
- Calendar Management
- Online Research

WORK HISTORY

03/2021 to 09/2023

Excecutive Admin Assistant.

Kst Homes.

- Set appointments and schedule meetings for CEO's using appointment settings and meeting scheduling softwares
- Assign tasks to team members using Hubspot, Trello, and Monday.com
- Logged meetings
- Managed emails for the CEO.
- Handled travel Iliteraries for the CEO.

01/2020 to 07/2022

Excecutive Administrative Assistant

Bunchi Enterprise.

- Set appointments and schedule meetings for CEO's using appointment settings and meeting scheduling softwares
- Assign tasks to team members using Hubspot, Trello, and Monday.com
- Logged meetings
- Managed emails for the CEO.
- Handled travel Iliteraries for the CEO.

05/2018 to 2022

Excecutive Virtual Assistant

New Zeal Global Service.

- Assured project documentation followed internal quality standards.
- Increased revenue streams by reducing costs, managing schedules and performing variance and risk analysis to implement corrective actions.
- Implemented effective customer service procedures to encourage positive feedback.

- Monitored and evaluated teams, identifying and targeting opportunities for improvement.
 - Delivered business strategy to drive revenue and operational efficiencies.
 - Defined risk profiles for each project and prepared contingency plans to minimise business risk.
 - Implemented and maintained appropriate systems to enable successful planning and scheduling.
 - Monitored project spending and compiled budgets to develop business use cases.
 - Managed Email and Scheduled appointments with calendly
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EDUCATION

Higher National Diploma - 2016
Federal Polytechnic Nekede - Imo State

AWARDS & RECOGNITIONS

- Award Recipient, National Youth Service Corps(NYSC) Member, Akwa Ibom State, 2018
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