



YUSUF RAHMAN

ADMINISTRATION MANAGER

As a Virtual Assistant with over 8 years of experience in business management and ecommerce operations, I excel in handling a wide range of tasks with precision and efficiency. From overseeing daily operations to managing ecommerce platforms, I bring a deep understanding of business processes and a tech-savvy approach to problem-solving.

Whether working collaboratively in a team or independently, I am dedicated to delivering high-quality results and meeting deadlines consistently. Trustworthy and enthusiastic, I am committed to supporting your business with superior organizational skills and a proactive mindset.

CONTACT

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🌐 www.fiverr.com/yusuf_rahmani

EDUCATION

2008 - 2012

MASTER OF SCIENCE

Covenant University

2004 - 2007

HIGH SCHOOL DIPLOMA

EverGreen International

SKILLS | EXTRAS

- Project Management Tools
- Media Ads management
- Sales Account Management
- Social Media Management
- Ecommerce Store Manager

WORKING EXPERIENCE

Virtual Assistant Manager

Climax Industry, 2019 - Now

Managed administrative tasks such as scheduling, email correspondence, and meeting coordination.

Provided business management support, including database maintenance and report preparation.

Handled ecommerce operations, from product listing to order processing and inventory management.

Utilized various software tools to streamline workflows and enhance productivity.

Business Administrator

Fauget Company, 2012 - 2017

Supported senior management with correspondence, meeting scheduling, and agenda preparation. Managed executive travel arrangements and accommodations, ensuring seamless logistics. Maintained confidential records and files, adhering to company policies. Assisted in recruitment by screening resumes, scheduling interviews, and conducting reference checks. Coordinated office events and implemented digital filing systems for improved organization.

Language

English

 96%

French

 85%