

Virtual Assistant

Cover letter

Cheick oumar dembélé

Bamako, coura kalaban

Phone: + 223-92-11-66-05

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Email: cheickoumardembele465@gmail.com

LinkedIn : <http://ca.linkedin.com/in/linkedinyourname>

Dear Sir or Madam,

I am writing to find out if there are any freelance opportunities at COMPANY NAME in the field of business support, secretarial, administration and/or personal assistant?

I am an independent virtual assistant and I am able to provide a range of services on a flexible basis, full-time or part-time. I can efficiently perform and accomplish professional tasks from my fully equipped home office and, if necessary, depending on the location and travel, I can work on site if you wish.

I work in the strictest confidence and pride myself on providing reliable and accurate services to meet your specific business needs.

I am trustworthy, motivated and have a positive attitude.

I would love to have the opportunity to learn more about COMPANY NAME and discuss the opportunities that might exist now or in the future for a remote freelancer.

I have attached my resume for your reading.

Thank you for taking the time to read my application and I hope to hear from you in due course.

Kind regards

dembélé

YOUR NAME
FREELANCE VIRTUAL ASSISTANT

Phone: + 223-92-11-66-05, +223-, + 223-92-96-08-27
E-mail: cheickoumardembele465@gmail.com • mali, bamako



STAFF STATEMENT

I am an entrepreneur with multiple activities such as:

- General trade and provision of services.
- Production and marketing of ice bars.
- Agriculture, earth reclamation, waste recycling.
- fintech distribution .
- Advocates chez EUTECH Africa.
- Aim president to empowr of Mali.
- Mentor of the tony Elumelu / Wazada Foundation.

I am a highly motivated and experienced virtual assistant, providing a range of business support services on an independent basis. Excellent administrative skills and in-depth knowledge of all Microsoft programs

WHAT I HAVE TO OFFER

I am able to provide a range of virtual assistant and business support services on an independent and remote basis from my fully equipped home office. If necessary, I am able to work on site if necessary, subject to location and travel.

When I work remotely, I can communicate effectively with clients via phone, email and Skype.

My services include:

- Administrative and secretariat
- Personal Assistant Tasks
- Data Entry / Entry
- Email Management
- Conduct research online
- *Blockchain*
- *Buying and selling online on several platforms such as:*
- *Tokenomicsmmg, globalinterestmining, Zahra option., binance ,coinbase.*

PROFESSIONAL EXPERIENCE

Job Title:
HR from 05/03/2015 to 10/12/2017

Company name, location
OMBO of Mali

Job Title:
Head of Cabinet 02/02/2018 to 06/10/2018

Company name, location
• OMBO of MALI

Job Title:
Production Manager 12/06/2018 to 02/05/2019

Company name, location
• PGG to Dembele dembele

Job Title:
19/03/2020

. CEO at glazie dembele
• Your homework here

Job Title: EUTECH Chamber

30/12/2021 Lawyers

Job Title: EFT Mentor

06/03/2021

EDUCATION

Qualification / Courses
11/07/2001 to 11/07/2004

Institution name, location
• CEEPCEF
• CNy mamady sylla

Qualification / Courses
01/10/2004 to 11/07/2008

Institution name, location
• DEF
• Ahmed baba College

Qualification / Courses
01/01/2008 to 07/11/2011

Institution name, location
• MALIAN BACCALAUREATE
• LPKM High School

Qualification / Courses
01/01/2011 to 10/11/2014

Institution name, location
• Professional degree at RH and Ecole Supérieure de Commerce de Bamako

SKILLS

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REFERENCES

References available on request

Moussa haidara, teacher, contact: 76541499.

Youssouf Traoré: Director General of the CPPR. Contact: +22376306213.

Kassoum Coulibaly : [member of EUTECH AFRIQUE](#)

Marcus Wiemann : [Director Africa Chapter | Director Energy CouncilEU Tech Chamber](#). Email: marcus.wiemann@eutec.org.

Amanda Gant: Manager, Land Accelerator Amerique / email: Amanda.Gant@wri.org

Samuel Kabiru: Manager, Land Accelerator Africa/ email: Samuel.Kabiru@wri.org