

# ALEXANDRA DISI



## Virtual Assistant

+2348146264368

Nigeria

Lexisdisi@gmail.com

### EDUCATION

2020

**African Leadership Program**

ALX Virtual Assistant Program


2023


**Obafemi Awolowo University**


Bsc. Physiotherapy


### SKILLS

Monitoring Emails 

Copywriting 

Slides/Presentation 

Meeting Scheduling 

Data Entry 

And other administrative duties 

With over 2 years of experience as a virtual assistant, I have a proven track record of providing exceptional administrative support to clients in various industries. I have expertise in tasks such as data entry, email management, calendar scheduling, research and customer service. My strong organizational and time management skills, combined with my attention to detail, allow me to complete tasks efficiently and effectively.

I have excellent communication skills and am comfortable communicating with clients via email, phone, and video conferencing. I am a quick learner and can adapt to new tools and software easily.

### WORK EXPERIENCE

2020-2021

**DIESE Co.**

I worked as a graphic designer where I made several designs for their social media platform which helped generate sales

2021-2022

**B&B Rentals Ltd| Personal Assistant**

I provided support to a number clients, managing their schedules, emails, and social media accounts. I was also responsible for conducting research, preparing reports, and creating presentations. My efforts significantly improved the activity of my clients and helped them to achieve their business goals.