

OSAGIE

JUDE CHUKWUDI

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Associate Virtual Assistant

PERSONAL STATEMENT

A Skillful and dedicated Virtual Assistant with over 2 years of experience proficient in handling diverse tasks simultaneously in the Administrative and Office Management field and extensive experience in the coordination, planning, and support of daily operational functions and administrative functions.

EDUCATION

**Michael Okpara university of
Agriculture, Umudike, Abia
State, Nigeria. (2016-2021)**

B.ENG (Hons) Computer
Engineering.

**Igwebuike Secondary School,
Imeoha, Enugu State. Nigeria.**

Senior Secondary Certificate
Examination (W.A.E.C).

**Women Affairs Nursery &
Primary School Delta State.
Nigeria. (2016-2021)**

Primary School leaving certificate,
Delta State, Nigeria.

WORK EXPERIENCE

Associate Virtual/Personal Assistant | 2019 - 2021

Tailors bay international, Asaba, Delta State, Nigeria

- o Coordinated domestic and international travel arrangements, including booking airfare, hotel, and transportation.
- o Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
- o Processed client rebate reconciliation, reporting and check requests.
- o Directed business processes from conceptualization through end-user delivery.
- o Translated business priorities into implementable actions.
- o Assist the business with establishing and maintaining an internet presence by providing marketing and technical expertise online.
- o Possess outstanding communication and presentation abilities remote and online.
- o Collaborated with my client and her clients to achieve superior customer service.

KEY SKILLS

- Expert organizational skills.
- Microsoft word skill expert.
- Creative thinking and problem solving.
- Strong Typing Skills
- Personal Computer Professional.
- Excellent interpersonal skills.
- Time management.
- Adaptability.
- Collaboration.
- Strong Work Ethic.
- Time Management.
- Critical Thinking.
- Handling Pressure.
- Leadership.
- Patience

HOBBIES

- Travel
- Volunteering, community service or charity work.
- Sports such as competing on a team or in a league, hiking or other forms of exercise
- Creative arts, including writing, music, painting and crafts.
- Cooking or gardening.

Associate virtual Assistant - 2022 – Present

J. Jocac Company Nigeria Limited

- Provide high quality professional administrative service to multiple clients.
- Manage client's email inbox, responding to emails as necessary based on specific guidelines provided by the client.
- Conduct research as per client request: this includes research on events, travel, projects, etc.
- Provide research results to the client within the established timeframe.
- Complete any purchases as assigned by client, ensuring specifications of the purchase meet the client's satisfaction.
- Execute travel arrangements on behalf of the client including researching and booking flights, ensuring that all travel reservations meet the requirements as set forth by the client.
- Receive and make telephone calls on behalf of the client as required.
- Complete administrative tasks as required by the client, including but not limited to: transcription and business correspondence.

AWARDS

Nigeria Federation of Catholic Student (St. Thomas Aquinas Chaplaincy)-2022:

Award of Honor (Best Graphics Designer of the year).

LANGUAGES

English (Bilingual)



Ika (Native)

