

DIANE ANUNSO

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VIRTUAL ASSISTANT

Virtual Assistant with 1 year + experience in handling administrative task like organizing appointment, making phone calls, arranging trips and maintaining email account, looking to fulfill the role of a virtual assistant and maintain exceptional internal and external communication.

EDUCATION QUALIFICATION:

DATES

- | | |
|--|------------------|
| * Abia State Polytechnic, Abia State, Nigeria
<i>HND – Business Administration</i> | 2013-2016 |
| * Jobberman Soft Skill Exam
<i>Soft Skill Certificate</i> | 2019 |

WORK EXPERIENCE:

DATES

- | | |
|--|------------------|
| * Virtual Assistant/Kin Consultancy

<u>Responsibilities:</u>
* Maintaining client communication over phone/emails
* Multi-task between client phone calls, arranging and planning schedule.
* Data Entry efficiency.
* Good time management | 2019-2021 |
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Freelance Customer Service/GITA

2021-2022

Responsibilities

- * Proofreading of document.
- * Answering of phone calls and providing callers with information needed
- * Helped client with inquiry base issue.
- * Good communication proficiency.

SKILLS

- | | | |
|----------------------------|---------------------|-------------------|
| • Time Management | • Communication | • Chart support |
| • Customer service/support | • Flexibility | • Email marketing |
| | • Solution oriented | • Proofreading |

REFERENCE

Mr. Jude Ulu

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