






Muhammad Musaab

VIRTUAL ASSISTANT

 123 Anywhere St., Any City

 +923140309649

 musabsmart8@gmail.com

Hello! I'm a reliable virtual assistant who loves to help entrepreneurs manage their businesses while they manage their personal life.

EXPERIENCE

Virtual Assistant

Borcelle | January - present

- Organizes all social media posts
- Prepare customer spreadsheets and keep online records
- Responding to emails and phone calls
- Book travel and accommodations

Virtual Assistant

wewear.com

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- Prepare customer spreadsheets and keep online records
- Responding to emails and phone calls
- Book travel and accommodations

EDUCATION

Bachelor of Computer Science (4th semester)

Currently doing in Shaikh Ayaz University

EXPERTISE

Social Media Management	<div><div></div></div>
Graphic Design	<div><div></div></div>
Organizational Skills	<div><div></div></div>
Project Management	<div><div></div></div>
Customer Service	<div><div></div></div>

REFERENCE

wewear

customercare@wewearpk.com