

IBOJO MICHAEL PELUMI

GENERAL EXECUTIVE VIRTUAL ASSISTANT

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SKILLS

- Inbox & Calendar Management
- Task & Project Coordination
- Client Support & Communication
- Appointment Scheduling
- Data Entry & File Organization
- Online Research & CRM Updates
- Digital Document Management
- Workflow Optimization

LANGUAGES

- ENGLISH

PROFESSIONAL SUMMARY

Organized, resourceful, and tech-savvy Virtual Executive Assistant with a strong track record of keeping busy professionals focused and productive. Skilled in calendar and inbox management, travel coordination, and streamlining daily operations with precision and discretion. Known for clear communication, proactive support, and a calm, solution-oriented approach that helps leaders stay ahead without missing a beat.

WORK EXPERIENCE

GLT ILESA BOOTCAMP

2025 TO PRESENT

- Managed executive calendar via Google Calendar and, coordinating meetings across 3+ time zones using World Time Buddy.
- Conducted data entry and document formatting tasks with Google Sheets and Docs, delivering clean, organized files ahead of deadlines. Tracked project milestones and team deliverables using Trello, ClickUp, and Notion, ensuring workflows stayed on track.
- Handled simulated client communications and inbox management, drafting clear and professional responses with Grammarly. Created presentation decks and branded graphics in Canva and Google Slides to support business pitches. Recorded and shared project updates using Loom for async team collaboration. Delivered a mock CRM database and support system using HubSpot to demonstrate c
- Goggle workspace for business
- maintained consistent on -time delivery with positive feedback from all client

EDUCATION

UNIVERSITY OF ILESA
BSC ACCOUNTING
ATSWA, AAT, ACA

2023-2025

ADDITIONAL INSIGHT

- DEDICATED TO ONGOING DEVELOPMENT AND PROFESSIONAL GROWTH
- OPEN TO REMOTE AND FREELANCE OPPORTUNITIES