


About Me

I am a passionate Virtual Assistant with expertise in administrative management, committed to helping clients streamline their tasks and maintain a healthy work-life balance. Skilled in calendar management, appointment scheduling, and email coordination. I deliver organized and efficient support to help clients exceed their daily goals. I am passionate about collaborating with growth-focused individuals and organizations dedicated to achieving success while preserving balance.

Contact

 +234-9035637830

 hardeymholar21@gmail.com

Skills

- Calendar Management
- Graphic Design
- Calendar Management
- Email Management

Language

- English

Ibrahim Busari

Virtual Assistant

Education

(2011 -2019)

ROYAL STAR GROUP OF SCHOOL

First School Leaving Certificate

(2019 -2025)

ADEBOLA BAPTIST SNR. HIGH SCHOOL

SSCE

Experience

(2025 -2025)

VIRTUAL ASSISTANT TRAINEE

Incubator Hub

- Successfully completed an extensive training program in virtual assistant essentials, covering calendar scheduling, and email handling.

Tools

- Google workplace
- Microsoft Office Suite
- Notion
- Canva