Isaac Niyonzima - Virtual Assistant Portfolio

About Me

I'm Isaac Niyonzima, a dedicated and tech-savvy Virtual Assistant with a strong foundation in administrative support, customer service, online tools, and time management. I completed the ALX Africa Virtual Assistant Program, where I gained real-world experience in communication, scheduling, task management, data entry, internet research, and more.

With a passion for learning and helping others succeed, I bring reliability, discipline, and attention to detail to every task.

Core Skills & Services

- Email Management & Inbox Organization

- Calendar Scheduling & Appointment Setting

- Data Entry & Record-Keeping (Google Sheets, Excel)

- Internet Research & Information Gathering

- Customer Support & Communication

- Task & Project Management (Trello, Notion, Asana)

- Document Creation (Google Docs, MS Word)

- File Organization & Cloud Storage (Google Drive)

- Social Media Support (Basic Posting & Engagement)

Tools & Platforms I Use

- Google Workspace (Docs, Sheets, Gmail, Calendar)

- Microsoft Office (Word, Excel, PowerPoint)

- Slack, Zoom, WhatsApp, Email

- Trello, Asana, Notion

- Canva (basic design tasks)

- ChatGPT & AI tools

- Internet Research tools

Training & Certifications

Isaac Niyonzima - Virtual Assistant Portfolio

* Virtual Assistant Program - ALX Africa

* Professional Foundation Program - ALX Africa

* AICE Essential Skills - ALX Africa

Experience

* Stock Controller - Bakery (9 months)

* Security Guard - Guard World Security (6 months)

* Class Monitor - GS Tyazo

Why Hire Me as Your VA?

- I'm disciplined, reliable, and available remotely

- I understand confidentiality and time sensitivity

- I learn quickly and adapt to your systems

- I work with heart and purpose

- I aim to help YOU succeed!

Languages

- English (Intermediate - improving daily through work & studies)

- Kinyarwanda (Fluent)

- French (Basic understanding)

Contact Me

Email: niyonzimaisaac89@gmail.com

Phone: +250782147772

Location: Available to work remotely - part-time or full-time