
Opeyemi .A. Odusanya

Virtual Assistant

Lagos, Nigeria

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[Linkedin](#)

SUMMARY

- A Virtual Assistant with two years of experience
- A strong history of planning events and identifying improvement opportunities for administrative functions.
- Adept at supporting onboarding procedures and HR functions for new hires.

EXPERIENCE

Brand Creative LTD, Lagos- Virtual Assistant

June 2022- PRESENT

- Managed executive calendars, created itineraries, and drafted email correspondence.
- Utilized Trello and Asana to coordinate operational tasks for the office team.
- Create agendas for executive meetings, update action items, and gather data from cross-functional departments to create PowerPoint presentations.

Twenty102, Lagos- Executive Assistant

May 2021 - June 2022

- Identify administrative issues with data entry and filing procedures and propose solutions to streamline operations, resulting in a reduction of 15 work hours per week.
- Create and manage client invoices, process payments, and communicate with clients to develop payment plans and resolve invoice discrepancies.
- Conduct expense reporting for office supplies and interface with vendors to coordinate purchases and schedule delivery.

EDUCATION

National open University of Nigeria- Bsc in Computer Science

June 2014 - July 2018

SKILLS

- Operations Management
- Logistics
- Client relations
- Administrative support
- Microsoft PowerPoint
- Budget Management

AWARDS

Best employer of the year. (2023)