

# AYOVUNEFÉ OMAMOKE FREDÁ

## VIRTUAL ASSISTANT

NO 5 MEROGUN STREET , IGBOGIDI DELTA STATE, NIGERIA.

### PROFESSIONAL SUMMARY

A recent chemistry graduate with industrial training experience at the Nigerian Midstream and downstream petroleum regulatory authority (NMDPRA). I gained exposure to petroleum regulatory processes, laboratory procedures, environmental compliance monitoring (ECM), Environmental management plan (EMP). I also developed a strong analytical thinking, attention to details, and ability to work effectively in professional environments.

### WORK EXPERIENCE

Did my Industrial Training (IT) at the Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA), worked at the HSE Department presently working in Faith Omas Eye Clinic as a receptionist.

Conducted research for my final year project on physicochemical and phytochemical properties of wheat grains.

### SOFT SKILLS/ CORE COMPETENCIES

- Strong communication skills
- Problem-solving and critical thinking
- Teamwork and collaboration
- Time management and organisation
- Emotional intelligence
- Adaptability and flexibility
- Digital Literacy and Technical Skills
- Leadership and strategic thinking

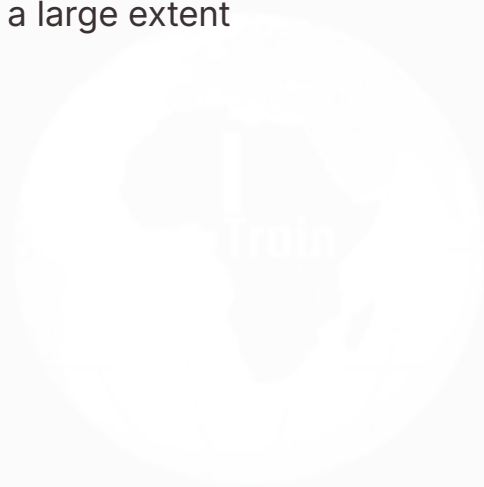
## EDUCATION

BSc. CHM-2023-2025

University of Benin (UNIBEN)

## TECHNICAL TOOLS

confidently use the Google Classroom, Google Workspace tools such as Canvas, Google Form, Google Sheet, Google Calendar, Google Drive, Slack, Gmail, Google Slides, AI tools such as chat GPT, Gemini use the Miro app to a large extent



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