

EMMANUEL NKECHINYERE KAZI

Virtual Assistant |
Administrative Support | Writer

✉ nkechiemmakazi@gmail.com

☎ 08125852246

📍 11, Isa Mohammed Crescent, Unity

Estate, Iyana-Isashi, Lagos.

EDUCATION

Bachelor of Science (B.Sc.)

Economics.

Lagos state university | 2026

Secondary Education

Triple Height Schools

2021-2022

Lagos State Model Senior

College, Agbowo-Ikosi

2016-2021

SKILLS

- Virtual Assistance &
Administrative Support
- Social Media Management &
Engagement
- Prospect & ICP Research
- Internet Research
- Data Entry & Organization
- Verbal & Written
Communication
- Time Management
- Customer Prospect
Communication
- Google Docs
- Google Sheets
- Gmail
- Canva

LANGUAGE

English

About Me

A recent Economics Graduate from Lagos state university with practical experience as a Virtual Assistant Intern, supporting social media engagement, research and data organization.

Skilled in Google Doc, Google Sheets, Gmail, research, and social media management. Also experienced in teaching and tutoring , with strong communication , organization and interpersonal skills.

Comfortable working independently, learning more and handling tasks with consistency and attention to detail.

PROFESSIONAL DEVELOPMENTS

VIRTUAL ASSISTANT TRAINING

Express Tech Academy

ENTERPRENUERSHIP TRAINING

Lagos State University | 2022 – 2026

- Four-year entrepreneurship training completed alongside undergraduate studies, including practical exposure to finger-food business development.

CREATIVE WRITER

2018 – Present

- Developed written stories and creative content across different formats.
- Continuously developed storytelling, grammar, and writing skills.
- Participated in and won competitive writing activities.

WORK EXPERIENCE

VIRTUAL ASSISTANT INTERN

VIRTUAL MAG | Dec 2024 - May 2025

- Managed client social media engagement by responding to comments and interactions under scheduled posts.
- Engaged with relevant industry conversations through thoughtful comments on posts aligned with the client's business and target audience.
- Researched and identified approximately 20 Ideal Customer Profile (ICPs) daily based on the client's target audience criteria.
- Initiated conversations with potential prospects and personalized direct messages.
- Built initial prospect relationships by referring their posts, comments and previous interactions with the client's content.

TEACHER

TRIPLE HIEGHT SCHOOLS | Sept 2022-May 2023

- Taught children aged 3-11 across multiple subjects.
- Adapted teaching approaches to suit different age groups and learning needs.
- Supported Students' academic development through classroom instruction and learning activities.

HOME TUTOR

LAGOS NIGERIA | Oct 2022-July 2026

- Provided ono-on-one academic support to students across multiple subjects.

REFERENCES

MARYANN GERALD

VIRTUAL MAG. / CEO

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