

Elizabeth Samuel

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Professional Summary

Organized and detail-oriented Virtual Assistant with experience supporting daily administrative operations in a remote environment. Skilled in communication, scheduling, document management, data entry, and productivity tools. Committed to delivering accurate, timely, and professional support.

Professional Experience

Virtual Assistant – Xen

2024–2026

- Managed email correspondence and calendars.
- Performed accurate data entry and maintained digital records.
- Prepared documents and reports using Microsoft Office.
- Conducted internet research and organized information.
- Coordinated virtual meetings and administrative tasks.
- Maintained confidentiality while supporting daily operations.

Education

B.Sc. in Business Administration

ALIGREAT COLLEGE

2017–2023

Skills

Administrative Support, Email Management, Calendar Management, Data Entry, Internet Research, Customer Support, File Management, Time Management, Communication, Attention to Detail, Problem Solving

Technical Tools

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Outlook, Google Docs, Google Sheets, Google Drive, Gmail, Google Calendar, Zoom, Microsoft Teams, Slack, Trello, Asana, Notion, Canva