



ABDULLATEEF MUHAMMAD

VIRTUAL ASSISTANT

CONTACT

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🌐 [linkedin.com/in/muhammad2022](https://www.linkedin.com/in/muhammad2022)

EDUCATION

2022- 2025 (Expected)

Air Force Institute of Technology

- B.Sc. Mathematics

2014-2021

Vanguards Academy

- WASSCE/NECO

SKILLS

- **Email & Calendar Management** (Google Workspace, Microsoft 365)
- **Customer Support & Client Communication**
- **AI tools and CRM platforms** (HubSpot, Zoho)
- **Project Management** (Notion, Trello, Asana)
- **Social Media Management**
- **Content Writing**
- **Graphic Design**
- **Search Engine Optimization** (HubSpot Certified)

LANGUAGES

- **English — Fluent**
- **Yoruba — Native**
- **Arabic — Fluent**
- **Turkish — Basic**

PROFILE

Proactive Virtual Assistant with 4+ years of experience providing administrative support, customer service, and social media management to businesses and professionals. Skilled in email and calendar management, AI & CRM tools, documentation, and content creation, with proven ability to streamline operations and boost productivity. Adept at handling multiple tasks in fast-paced, remote environments while maintaining accuracy, discretion, and excellent communication.

WORK EXPERIENCE

☐ **Aremson Global Limited | Virtual Administrative Assistant | Lagos, Nigeria | Dec 2022 – May 2025**

- Managed and organized digital documents and reports using Google Workspace apps to ensure accurate records.
- Provided day-to-day administrative support, including scheduling, calendar management, and task coordination, which improved overall team efficiency.
- Delivered professional client support by resolving inquiries within 24 hours, achieving a 90%+ positive feedback rate.

☐ **Chronicles of Islamic History (COIH) | Content Writer & Social Media Manager | Remote | Nov 2021 – Present**

- Designed professional presentations and reports summarizing research findings using Microsoft PowerPoint and Google Slides for community audiences.
- Leveraged AI to coordinate research activities to ensure the timely completion of projects within set budgets and deadlines.
- Managed social media handles across platforms such as Facebook, Instagram, and X (Twitter).

☐ **TechConnect Solutions | Virtual Assistant & Technical Writer | Remote | Jan 2023– Feb 2024**

- Authored engaging articles on AI trends to strengthen online presence.
- Managed admin tasks and client emails via Google Workspace for smooth operations.
- Created product documentation and user guides to support client onboarding.
- Coordinated projects and streamlined tasks using Notion and Trello.

CERTIFICATIONS

- Virtual Assistant Certification — ALX Africa (2022)
- Professionalism & Soft Skills Certification — OPL Academy (2023)
- AI Career Essentials — ALX Africa (2024)
- SEO Certification — HubSpot Academy (2024)
- English Proficiency Certification — EFSET (C2 Advanced, 2023)
- Enterprise Development Primer — PlenipotentCo Network (2022)