

MOTUNRAYO AKINBOBOLA

Lagos, Nigeria

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PROFILE

A dedicated and highly organized Virtual Assistant with a strong track record of providing comprehensive administrative and operational support. I am proficient in managing administrative tasks, organizing complex data, and coordinating schedules to ensure seamless workflows. With a growth mindset and a commitment to active listening and clear communication, I am skilled at anticipating client needs and delivering exceptional service. I am adept at using a variety of tools, including Trello and Asana, to maximize productivity and provide reliable, confidential support.

SKILLS

- Customer Service Management
- Document Creation (Google Docs, Canva)
- Social Media Management
- Task Management
- Communication
- Confidentiality
- Multitasking
- Data Entry
- Accountability
- Meeting Coordination

WORK EXPERIENCE

Virtual Assistant

2025

Freelancer

- Provided high-level administrative support to multiple clients, managing daily schedules, and ensuring effective time management.
- Managed and organized digital files and documents, implementing systems to ensure easy retrieval and strict confidentiality.
- Coordinated meetings and events, including managing calendar invitations, sending reminders, and preparing all necessary documentation.
- Conducted in-depth research to support client projects, gathering and analyzing data for informed decision-making.
- Handled a high volume of email correspondence, ensuring timely responses and effective management of client inboxes.
- Utilized project management tools like Trello and Asana to track tasks, monitor progress, and collaborate seamlessly with clients.
- Created and managed detailed travel itineraries, including booking flights, accommodations, and ground transportation.

- Provided administrative support, including scheduling, correspondence, and record-keeping.
- Managed calendars, coordinated travel arrangements, and made arrangements for meetings and events.
- Maintained accurate and up-to-date records, ensuring confidentiality and data protection. Developed and implemented effective filing systems, both physical and digital.
- Utilized Microsoft Office Suite to create documents, spreadsheets, and presentations.

ACHIEVEMENTS

- **Email Management & Communication:** Handled a high volume of email correspondence for clients, managing an average of 50+ emails per day and prioritizing urgent communications.
- **Research & Meeting Coordination:** Conducted in-depth research for a key business project, compiling data that informed a major decision and saved 10+ hours of client time.
- **Project Management & Planning:** Implemented and managed projects on Trello and Asana, successfully tracking project milestones and deadlines for a team of 5 members.

EDUCATION

Bachelor of Science in Microbiology
University of Medical Sciences, Ondo State, Nigeria

- 2nd Class Honors (Upper Division)

CERTIFICATIONS

- Virtual Assistant Certification - ALX AFRICA
- Customer Service Certification - Active Learning UK