

Awoniyi Joseph Oluwatomiwa

Virtual Assistant

Contact

- 07025089762
- josephawoni20@gmail.com
- Nigeria Agricultural Quarantine Service, Along Apata Road, Odo Ona, Ibadan.

Skills

Professional Document & Visual Design

Data Management

Work Flow Coordination

Proactive Communicator

Languages

- English

Reference

Adewole Stephen
Medical Doctor
Jimsteve Medical Centre.
09158585395

Profile

Dedicated Virtual Assistant with expertise in digital document design, data entry, and project coordination. Proven ability to streamline schedules and manage complex itineraries while maintaining a high standard of accuracy and professional discretion.

Work Experience

- Nigeria Agricultural Quarantine Service** Sep 2025 - Present
Entomologist
Quarantine Inspections: Inspecting agricultural imports and exports to ensure they are free from pests that could threaten local ecosystems

Education

- Public Health Science** Dec 2021 - Nov 2024
Kwara State University Malete, Ilorin
- Project Management** Aug 2025 - Continue
Byu Pathway