

Customer Support Specialist | Chat Support | Virtual Assistant | Fast Typing (40 WPM) | Open to Remote Roles

Motivated and reliable Customer Support Professional based in Abuja, Nigeria, with strong English communication and fast typing skills.

I help businesses handle customer chats, emails, and calls with professionalism and empathy.

What I bring:

- Excellent written and spoken English
- Fast and accurate typing - 40 WPM
- Good with computers, Google Workspace, Zendesk, Intercom
- Reliable internet and ability to work US/EU time zones
- Fast learner, calm under pressure

Open to Remote Roles: Customer Support, Chat Support, Virtual Assistant, Data Entry, Moderator.

EXPERIENCE:

Customer Service Representative - Freelance

Jan 2024 - Present | Remote

- Handled customer inquiries via chat and email
- Resolved issues quickly, maintained 95% satisfaction
- Managed data entry and follow-ups

EXPERIENCE 2 (if you need to add):

Virtual Assistant

2023 - Present

- Email management, scheduling, customer communication
- Online research and admin support

SKILLS:

Customer Service, Live Chat Support, Email Support, Data Entry, Typing (40 WPM), Communication, Problem Solving, Google Workspace.