



INFO

08140899723

Odaniels7211@gmail.com

CITY

Lagos

AGE

22

NATIONALITY

Nigerian

LANGUAGES

English

SKILLS

Internet PC

Microsoft Word

Time management

Communication

Fast learner

Adaptability

Ability to multitask

Leadership and teamwork

Critical thinking

Glory Warri

VIRTUAL ASSISTANT

PROFILE

Energetic virtual assistant with 6 months internship experience, good with computers and great organization skills

EMPLOYMENT HISTORY

Intern, Department of petroleum resources
[July 2018 - December 2018](#)

Benin

Schedule appointments, organizing documents, running errands, etc

EDUCATION

Bachelor of science, Federal university of
petroleum resources
[March 2021](#)

Warri

CERTIFICATES AND COURSES

[March 2021](#)