

I'M EMEM OTU, AT YOUR SERVICE!

READY TO HELP WITH ADMINISTRATIVE SERVICES

[Email Me](#)



ADMINISTRATIVE VIRTUAL ASSISTANT

● PRODUCTIVE

● CREATIVE

● DEDICATIVE

● INNOVATIVE

Emem Otu

About Me

I am a proactive and most sought-after Administrative Virtual Assistant, i offer top quality Administrative services to start-up business owners and busy Executive through boosting their day-to-day professional workflow and personal servies.

Skills

Multiple Email Management, Appointment Scheduling, Data Entry, Calendar Management, Administrative Support, Customer Service, Social Media Management, Project Management,, Travel Assistant, Google Form

Tools

Slack, Trello, Zapier, Monday.com, Asana, ClickUp, Zoom, Google Suite, Microsoft Teams, Canva

What I can do for you

Emem Otu

- Administrative Support
- Social Media Management
- Email Management
- Appointment Scheduling
- Project Management



EDUCATIONAL BACKGROUND



1995

• **High School**

**Onward Nursery/Primary
School, Kano**

2005

• **College**

**Federal Government
College, Kano**

2014

• **Bsc Degree**

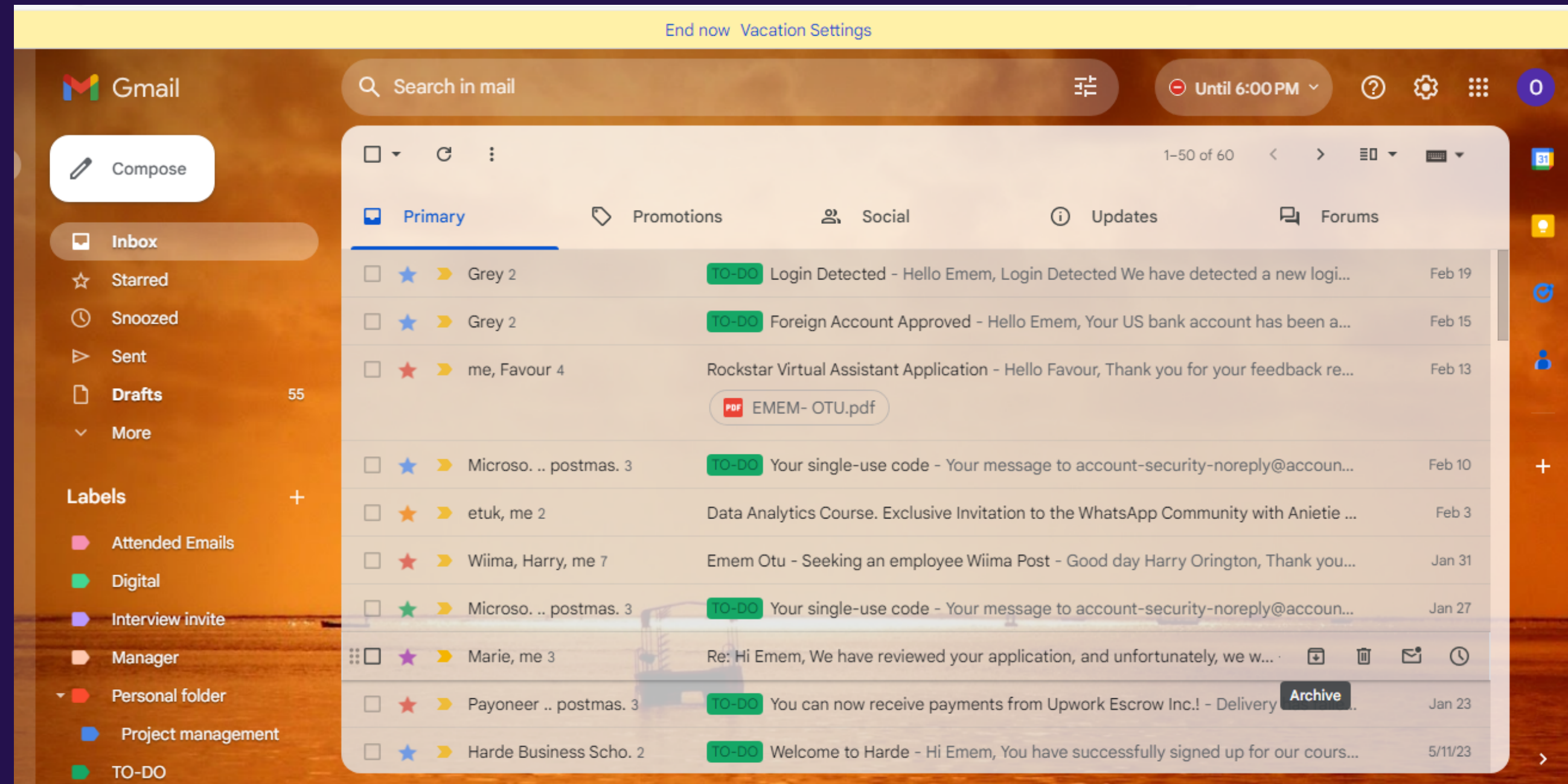
**Akwa Ibom State
University, Akwa Ibom**



Emem Otu

Here Are Notable Services i Offer

Task completed with ease and with a good review



EMAIL DAIRY MANAGEMENT

Notable Service

Task completed with ease and with a good review

SUMMARY SALES REPORT (JANUARY WEEK1 FROM 01/01/2022 TO 05/01/2022)														
DAY	DATE	DISPENSER WITH JAR@1900	75CL	50CL	PREFORM	DISPENSER	WITH JAR	75CL	50CL	PREFORM	CASH SALES	DEPT SALES	DEPT RECOVERED	TOTAL CASH
		QUALITY	QUALITY	QUALITY	BAGS	#	#	#	#	#	#	#	#	#
MONDAY	1/1/2022	125	55	0		62,500	0	44,000	0	0	52,500	54,000	8,000	60,500
TUESDAY	2/10/2022	104	21	42		52,000	0	16,800	44,100	0	35,800	77,100	25,000	60,800
WEDNESDAY	3/1/2022	104	22	18		52,000	11,400	17,600	18,900	0	53,100	46,800	113,500	166,600
THURSDAY	4/1/2022	133	10	35		56,500	0	8,000	36,750	0	27,500	73,750	27,500	55,000
FRIDAY	5/1/2022	89	10	0		44,500	0	8,000	0	0	21,000	31,500	49,750	70,750
TOTAL		535	118	95		278,900	11400	194,150	99750		189,900	283,150	223,750	413,650

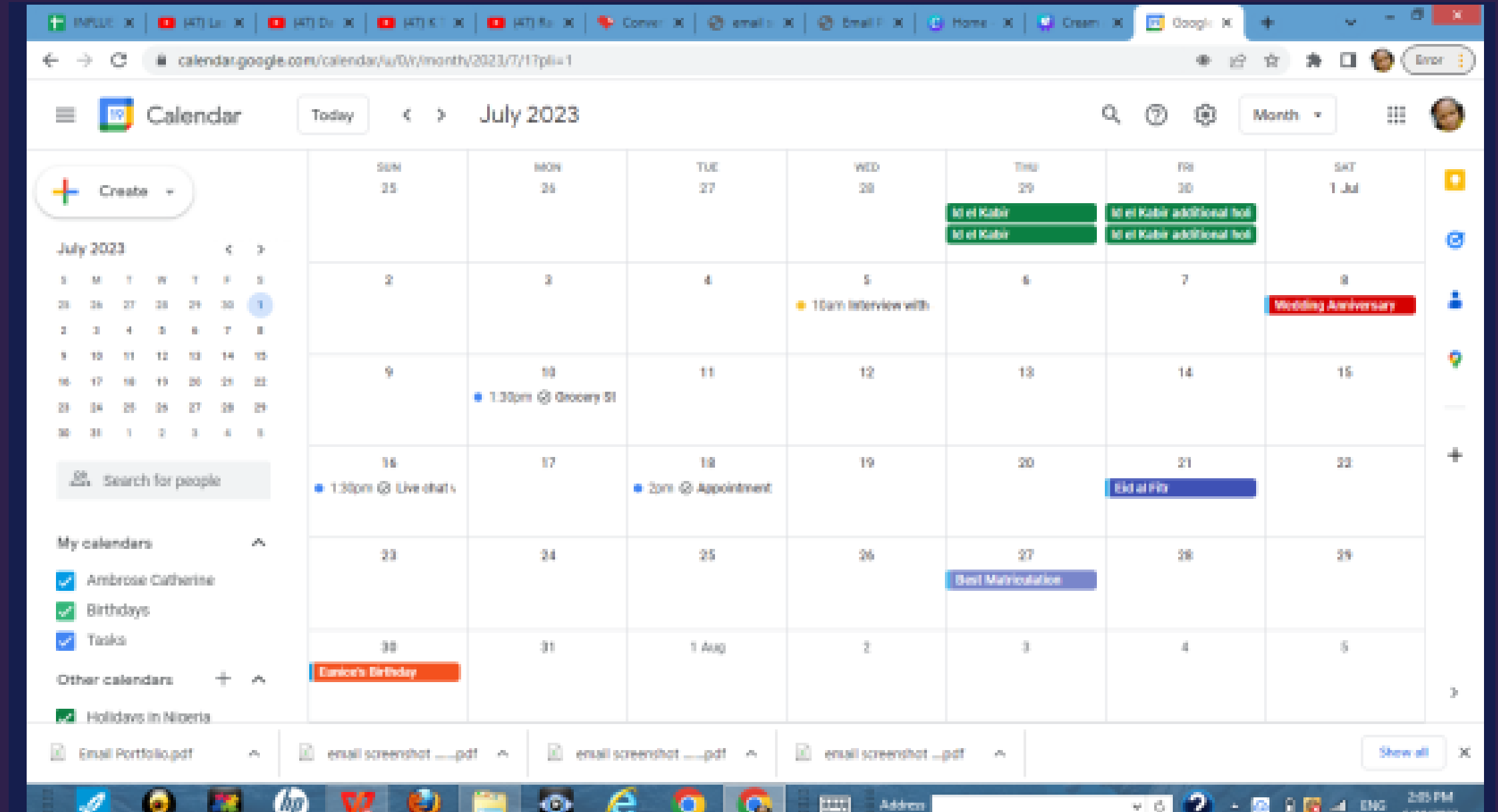
SUMMARY SALES REPORT (JANUARY WEEK2 FROM 08/01/2022 TO 12/01/2022)														
DAY	DATE	DISPENSER WITH JAR@1900	75CL	50CL	PREFORM	DISPENSER	WITH JAR	75CL	50CL	PREFORM	CASH SALES	DEPT SALES	DEPT RECOVERED	TOTAL CASH
		QUALITY	QUALITY	QUALITY	BAGS	#	#	#	#	#	#	#	#	#
MONDAY	08/01/2022	112	70	0	0	56,000	0	56,000	0	0	104,000	8,000	100,450	204,450
TUESDAY	09/01/2022	97	50	5	0	48,500	0	40,000	5,250	0	41,750	52,000	11,750	53,500
WEDNESDAY	10/01/2022	110	15	100	0	55,000	0	12,000	110,000	0	49,000	128,000	0	49,000
THURSDAY	11/01/2022	31	35	80	0	15,500	0	28,000	88,000	0	5,500	21,000	126,850	132,350
FRIDAY	12/01/2022	78	20	80	1	39,000	0	16,000	88,000	26,500	46,500	123,500	32,950	79,450
TOTAL		428	190	265	1	214,000		152,000	291,250		246,750	332,500	272,000	518,750

SUMMARY SALES REPORT (JANUARY WEEK3 FROM 15/01/2022 TO 20/01/2022)														
DAY	DATE	DISPENSER WITH JAR@1900	75CL	50CL	PREFORM	DISPENSER	WITH JAR	75CL	50CL	PREFORM	CASH SALES	DEPT SALES	DEPT RECOVERED	TOTAL CASH
		QUALITY	QUALITY	QUALITY	BAGS	#	#	#	#	#	#	#	#	#
MONDAY	15/01/2022	168	0	0	0	84,000	0		0	0	56,000	28,000	0	56,000
TUESDAY	16/01/2022	77	30	25	0	38,500	0	24,000	27,500	0	33,500	56,500	125,000	158,500
WEDNESDAY	17/01/2022	69	7	0	0	34,500	0	5,600	55,000	0	34,000	61,100	5,000	39,000
THURSDAY	18/01/2022	88	40	0	0	44,000	0	32,000	0	0	33,000	43,000	12,500	45,500
FRIDAY	19/01/2022	85	5	0	0	42,500	0	4,000	0	0	36,500	10,000	116,300	152,800
TOTAL		487	82	25		243,500		65,600	82,500		193,000	198,600	258,800	451,800

DATA ENTRY TASK

NOTABLE SERVICES

Task completed with ease and with a good review



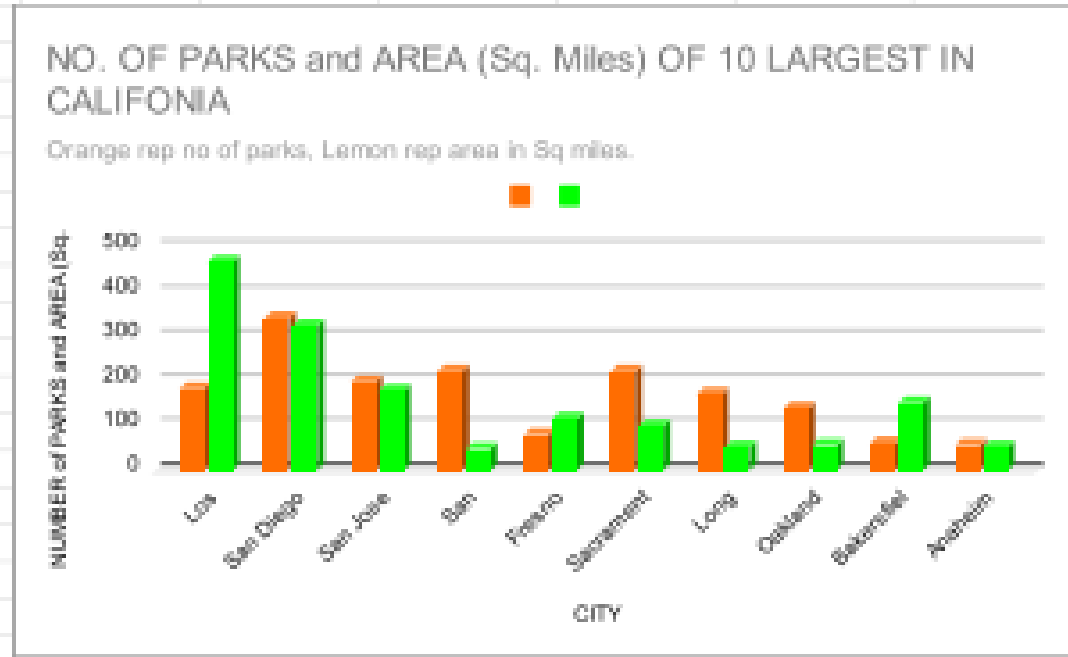
APPOINTMENT SCHEDULING USING GOOGLE CALENDAR

NOTABLE SERVICES

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CITY	NO. OF PARKS	AREA (Sq. Miles)	POPULATION
Los Angeles	181	468.96	3,985,520
San Diego	340	325.88	1,429,650
San Jose	200	177.81	1,003,120
San Francisco	220	46.9	884,108
Fresno	80	114.72	539,882
Sacramento	223	97.73	531,285
Long Beach	169	50.7	452,917
Oakland	140	55.89	444,958
Bakersfield	61	149.78	391,438
Anaheim	57	50.32	349,366

- <https://parks.lacounty.gov/park-services/2016/11/10/ParksColumn>
- <https://www.sandiego.gov/park-and-recreation/parks#-text=San%20Diego%20Parks%20and%20Recreation%20City%20of%20La%20Jolla>
- <https://www.sanjoseca.gov/civic-government/departments/parks-recreation-neighborhood-services/outdoor-activities#-text=city%20of%20San%20Jose%20CA%20city%20of%20regional%20park>
- <https://freepark.org/384/EXPLORE-OUR-PARKS#-text=Run%2C%20walk%2C%20play%2C%20rejuvenate.have%20in%20store%20for%20you>
- <https://www.fresno.gov/2016/03/01/fresno-city-recreation-view.com/html/cities/california>
- <https://www.cityofsacramento.org/parksandrecreation>
- <https://www.longbeach.gov/park>
- https://ocpl.org/ocpl/online/Parks_and_Recreation#-text=San%20Diego%20and%20San%20Jose%20and%20San%20Francisco%20and%20San%20Jose%20and%20San%20Francisco
- <https://www.bakersfieldcity.org/348/Parks-Facilities>
- <http://www.anaheim.org/118/Parks-Facilities#-text=Parks%20and%20Recreation%20and%20Recreation%20and%20Recreation>



Emem Otu

Hire me now!

Let's work together!



Thank You