RITA OGECHUKWU OKOROAFOR
Senior Virtual Assistant

SUMMARY

With several years of hands-on experience in the field, i exemplify a strong foundation in administrative duties, backed by a proven track record of effectively managing administrative aspects of projects. Notable achievements include successfully inducting a Project Portfolio Report for a professional exam. This individual has a deep understanding of handling confidential information. The ability to deliver tangible results when tasked with preparing official documents like minutes, bids, and tenders, further indicates proficiency in attention to detail and organizational skills.

TECHNICAL SKILLS

Main Technical Skills	Data Entry, active admin
Ruby Libraries and Tools	active admin
Google Cloud Platform	Google Docs
Soft Skills	Research Skills
Other Technical Skills	Supervised /

WORK EXPERIENCE

Administrative Officer, Administrative Management and Documentation

Duration: June 2014 – December 2024

Summary: Managed administrative duties and confidential information handling at Mode Nigeria Limited.

Responsibilities: Prepared meeting minutes, correspondence, bills of quantities, and tender documents with accuracy and professionalism, managed inbox by organizing emails, responding to inquiries, and prioritizing communications for efficiency,

trained new staff in computer usage, including Microsoft Office applications, supervised subordinates to ensure efficiency and accuracy in results, coordinated business and personal travel arrangements, including bookings, itineraries, and logistics, efficiently managed administrative tasks while maintaining confidentiality and handling sensitive information with discretion, conducted in-depth research and compiled comprehensive project reports.

Technologies: Microsoft Office Packages

Virtual Assistant, Company Profiling and Correspondence Management

Duration: June 2021 – Present

Summary: Handled company profiling and correspondence management at Jmode Engineering Solutions Limited.

Responsibilities: Designed and developed the company's profile to effectively showcase its brand, services, and values, managed correspondence, including drafting letters, preparing bills of quantities, and generating invoices with accuracy and efficiency, coordinated business and personal travel arrangements, including bookings, itineraries, and logistics, managed inbox by organizing emails, responding to inquiries, and prioritizing communications for efficiency.

Voluntary Service, Project Portfolio Compilation

Duration: January 2024 – Present

Summary: Compiled Project Portfolio Report and managed administrative duties at Akframeen Nigeria Company.

Responsibilities: Compiled a comprehensive Project Portfolio Report for a professional examination, leading to successful induction, managed correspondence, including drafting letters, preparing bills of quantities, and generating invoices with accuracy and efficiency, managed inbox by organizing emails, responding to inquiries, and prioritizing communications for efficiency, efficiently managed administrative tasks while maintaining confidentiality and handling sensitive information with discretion.

EDUCATION

- **Virtual Assistant, ALX**

2025

- **Lagos State University**

B.Sc., Secretarial Administration

2008-2014