Agim Johnpatrick Munachimso
Middle Professional Secretary and Virtual Assistant

SUMMARY

Professional secretary and Virtual assistant with over 3 years of industry experience across various sectors including education, entertainment, health, and business. Demonstrated abilities in managing schedules, handling communications, and providing remote administrative support to enhance operational efficiency. Proficient in research, data entry, social media management, and a suite of other administrative tasks. Offering a 10% discount to the first new client, highlighting a commitment to providing valuable and affordable services.

TECHNICAL SKILLS

Main Technical Skills	Schedulers, Call Handling
Java Libraries and Tools	Schedulers
Other Technical Skills	Customer Service, Data Entry, Social Media Management

Work Experience

Hi
I'm Agim Johnpatrick Munachimso, a professional secretary and Virtual assistant
I would love to work with you on your project and helping to achieve the organizational goals and objectives.
As a graduate of Educational management in the academic institution of Alex Ekwueme Federal University Ndufu Alike Ikwo, Nigeria. I've had experience in virtual assistance
I'm prolific in,
PROVIDING ADMINISTRATIVE SUPPORT,
PROVIDING CUSTOMER CARE SUPPORT,
SOCIAL MEDIA MANAGEMENT,
CONDUCTING RESEARCH,
DATA ENTRY.

I'll really appreciate if we chat and talk more about the project and how I can help you make it easy and effective
Thank you for your time and attention, I'll be expecting your response
Best wishes
Agim Johnpatrick Munachimso