

Virtual Assistant

Senior Virtual Asdistant

SUMMARY

- Digital Communication
- Calendar/Email Management
- Project Management
- Technical Tool Proficiency
- Interpersonal Skills

TECHNICAL SKILLS

Main Technical Skills	Zoho, Project Management, Interpersonal Skills, Odoo, Microsoft
Cloud Platforms, Services & Computing	Zoho
Platforms	Microsoft, Odoo
Project Management & Administration	Project Management