

# ABIOLA VICTOR BELLO

## EXECUTIVE VIRTUAL ASSISTANT



### SUMMARY

Experienced and dedicated Executive Virtual Assistant with a proven track record of providing exceptional administrative and operational support to busy professionals and executives. Skilled in managing calendars, coordinating meetings, handling confidential information with discretion, and streamlining day to day business operations. Proficient in communication, task management, and digital tools to ensure seamless support and productivity. Committed to delivering high quality service in a remote and fast-paced environment.

### CONTACT

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-  Lagos, Nigeria.

### EDUCATION

NATIONAL OPEN UNIVERSITY OF NIGERIA  
2019-2022

Bachelor of Science in Computer

### CERTIFICATIONS

#### Computer science |Bsc Certification

A Computer Science Certificate provides foundational knowledge in programming, algorithms, and IT systems, equipping individuals with essential technical skills for entry-level roles in tech and computing.

#### IT TECH PROFESSIONAL CERTIFICATE

- An IT Tech Professional Certificate validates core skills in computer hardware, software, networking, and troubleshooting, preparing individuals for technical support and entry level IT roles.

### WORK EXPERIENCE

#### EXECUTIVE VIRTUAL ASSISTANT | TOLSAM FARMS 2022 - 2023

- Schedule appointments and manage calendars: Coordinate meetings, calls, and events for executives and teams, ensuring efficient scheduling, conflict resolution, and optimal time management.
- Maintain digital records and documentation: Organize and update important business files, reports, and internal documents with a high level of accuracy and confidentiality, ensuring seamless access and professional recordkeeping.

#### VIRTUAL ASSISTANT | SYMLNS INVERTER COMPANY 2018 -2022


- Handle client and stakeholder inquiries: Provide timely and professional assistance regarding meetings, services, and general inquiries, demonstrating strong communication skills, discretion, and a commitment to excellent service.
- Assist with invoicing and administrative tasks: Prepare and process invoices, verify billing details, and ensure accurate documentation of services and expenses to support efficient financial operations.

#### VIRTUAL ASSISTANT | MESSIAH MUSICAL INDUSTRY 2014 -2018

- Coordinate virtual meetings and appointments: Assist in scheduling and facilitating virtual meetings, ensuring smooth communication, timely reminders, and basic technical support to create a seamless experience for all participants.

### REFERENCES

**NEBOLISA EDITH**  
Founder | BAZOOKA TECH  
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