

ABIOLA VICTOR BELLO

Virtual Assistant | Customer
Support Specialist



INTRODUCTION



Thank you for visiting my portfolio. I'm a dedicated Virtual Assistant and Customer Support Specialist, passionate about helping businesses stay organized, efficient, and connected. From managing schedules and streamlining operations to delivering exceptional client support, I'm here to make your workload lighter and your success greater. Explore my services, skills, and achievements, let's create something amazing together!

ABOUT ME

I'm a highly motivated and results driven Virtual Assistant and Customer Support Specialist with a passion for supporting businesses, entrepreneurs, and busy professionals. With proven expertise in administrative support, email and calendar management, client communication, and CRM systems, I help streamline daily operations and enhance customer satisfaction.

Skilled in tools like Google Workspace, Notion, Zendesk, HubSpot, Calendly, and ClickUp, I bring a tech-savvy, organized, and proactive approach to every task. Whether it's handling customer inquiries, managing schedules, or coordinating projects, I focus on delivering timely, high quality results that free up your time and drive business success.



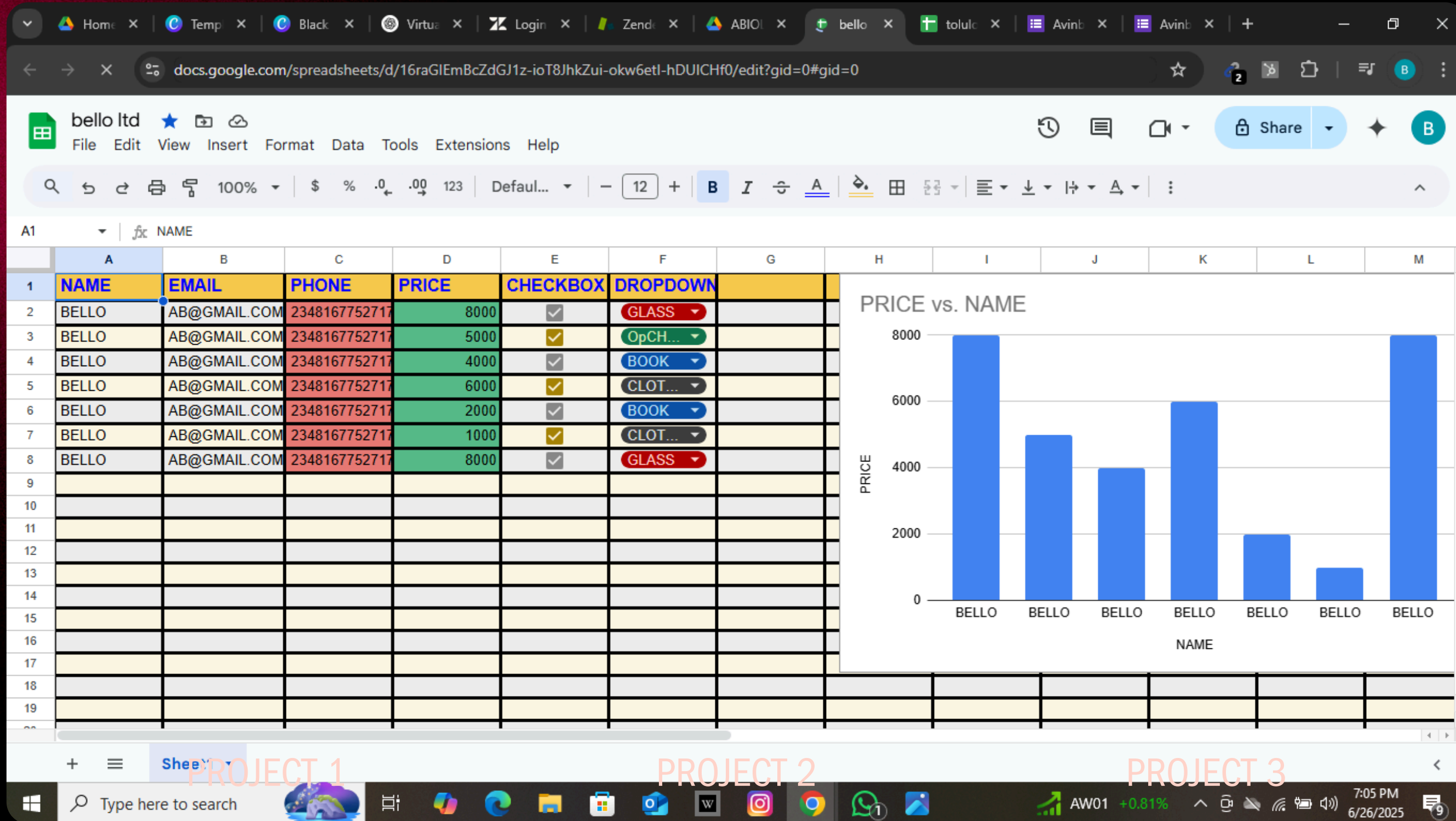
SKILLS & EXPERTISE

- ◆ CUSTOMER SUPPORT MANAGEMENT
- ◆ CRM MANAGEMENT & IMPLEMENTATION
- ◆ DATA ENTRY & DOCUMENTATION
- ◆ LEAD GENERATION & SALES SUPPORT
- ◆ EMAIL CAMPAIGN & MARKETING
- ◆ INBOX & CALENDAR MANAGEMENT
- ◆ GOOGLE TOOLS EXPERT
- ◆ CRM TOOLS EXPERTISE

SKILLS & EXPERTISE

- ◆ WEB DEVELOPMENT
- ◆ PROJECT COORDINATION & LANDING PAGE
- ◆ EVENT PLANNING & TRAVEL ITIINERARY

DATA ENTRY & DOCUMENTATION



LEAD GENERATION & SALES SUPPORT

app.lemlist.com/teams/tea_FEfhhobcDLJG5wp95/campaigns-next/cam_AcZkf9A89tReoCpC/review

Bello's campaign (1) Sequence Lead list Launch 1 Waiting validation

To launch 1 Launched

Search ...

0 leads selected

akandem56
akandem56@gmail.com
Not verified

Launch for 1 lead

2 custom variables information are missing {{{firstName}}}, {{{lastName}}}. [Add them to this lead](#)

Sequence start

Send immediately

Email
Send automatic email

Hi 🚀 Don't Miss Out: Your Game-Changer Is Here

Hi ,

Are you tired of [insert their common pain point e.g., wasting hours on tasks, juggling too many tools, or missing key opportunities]?

We've created the *perfect solution* just for you — introducing [Product/Service Name], designed to help you [insert main benefit: save time, grow your business, get results faster, etc.].

Here's what makes us different:

- ✓ [Unique Feature #1]
- ✓ [Unique Feature #2]
- ✓ [Main Benefit or Result They'll See]

Imagine this: less stress, more productivity, and finally getting back your time all without breaking the bank.

Personalize

Type here to search

25°C Mostly cloudy 3:43 PM 7/4/2025

CUSTOMER SUPPORT MANAGEMENT

The screenshot displays the Zendesk Customer Support Management interface. The browser address bar shows the URL `amazn-7185.zendesk.com/agent/tickets/3`. The top navigation bar includes a 'Quick tips' toggle, a trial status indicator ('You have 14 days left in your trial'), and buttons for 'Compare plans' and 'Buy your trial'.

The main interface is divided into several sections:

- Left Sidebar:** Contains navigation icons for home, tickets, people, and settings.
- Ticket List:** Shows a list of tickets with columns for 'Type' (Question) and 'Priority' (Normal). A '2-minute setup' banner is visible.
- Ticket Detail View:** Displays the ticket 'SAMPLE TICKET: Shipping cost' with a message from 'Abiola Bello' asking for help with shipping costs. The response from 'Zhang Wei Xu' states that the shipping cost has been updated.
- Customer Profile:** Shows the customer's name 'Zhang Wei Xu', email 'zhang.weixu@example.co...', local time 'Fri, 14:20 GMT+1', and language 'English (United States)'. There is a 'Notes' section with a placeholder 'Add user notes'.
- Interaction History:** Lists previous interactions, including 'SAMPLE TICKET: Shipping cost' and 'SAMPLE TICKET: Are products ethically sou...'. The status is 'Open'.
- Bottom Bar:** Includes a 'Public reply' dropdown, a 'To' field with 'Zhang Wei Xu', and a 'Submit as Open' button.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray indicates 'Rain tomorrow' and the time '2:20 PM 7/4/2025'.

GOOGLE TOOLS EXPERT

The screenshot shows a Google Docs document titled "Security Detection". The document content includes a small image of a light switch, followed by the text: "SECURITY DETECTION", "LAGOS, NIGERIA.", "+2348100063263", and "BELLOABIOLA823@GMAIL.COM". Below this, there is a table of contents with two entries: "Protecting Home Properties" and "Closed Circuit Television System". The interface also shows a sidebar with "Document tabs" and a chat window on the right with a message from "Bello abiola".

Document tabs

- Tab 1
- Security Systems
- Protecting Home Propert...
- Closed Circuit Televisio...

SECURITY DETECTION
LAGOS, NIGERIA.
+2348100063263
BELLOABIOLA823@GMAIL.COM

Protecting Home Properties 1
Closed Circuit Television System 2

Bello abiola
6:53 PM May 20
hi

The screenshot shows a Google Slides presentation titled "A Song of Praise". The slide features a background image of a sunset over the ocean with a sailboat. The text on the slide is: "A Song of Praise", "1 In that day this song will be sung in the land of Judah: We have a strong city; God makes salvation its walls and ramparts.", "2 Open the gates that the righteous nation may enter, the nation that keeps faith.", "3 You will keep in perfect peace those whose minds are steadfast, because they trust in you.", and "@Church4U2". The interface also shows a sidebar with "Background", "Layout", "Theme", and "Transition" options.

A Song of Praise

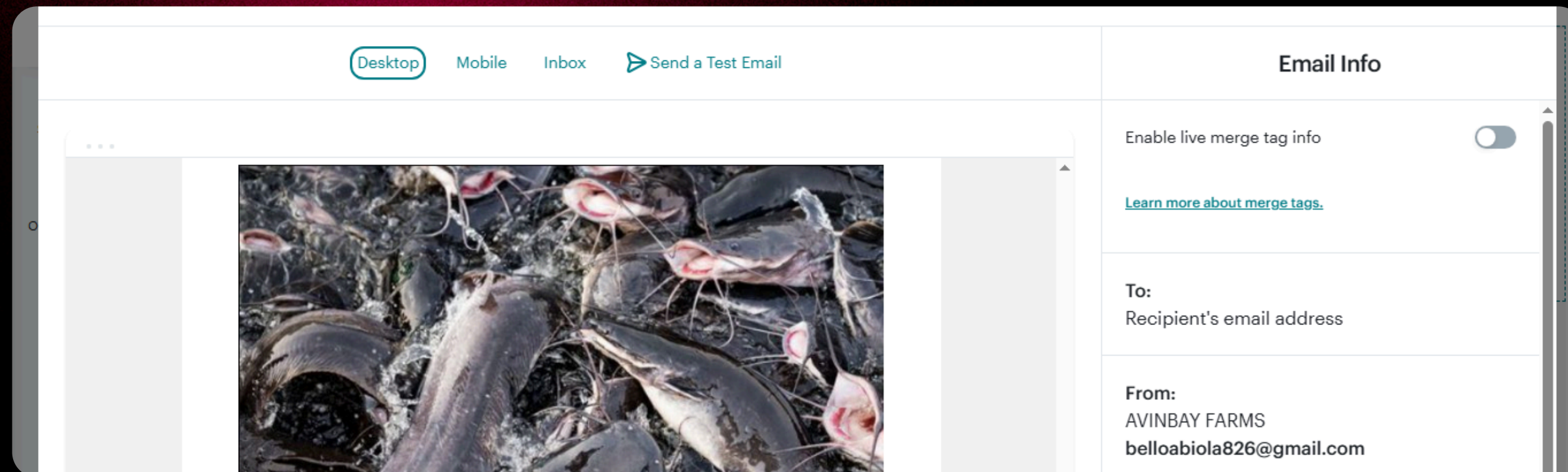
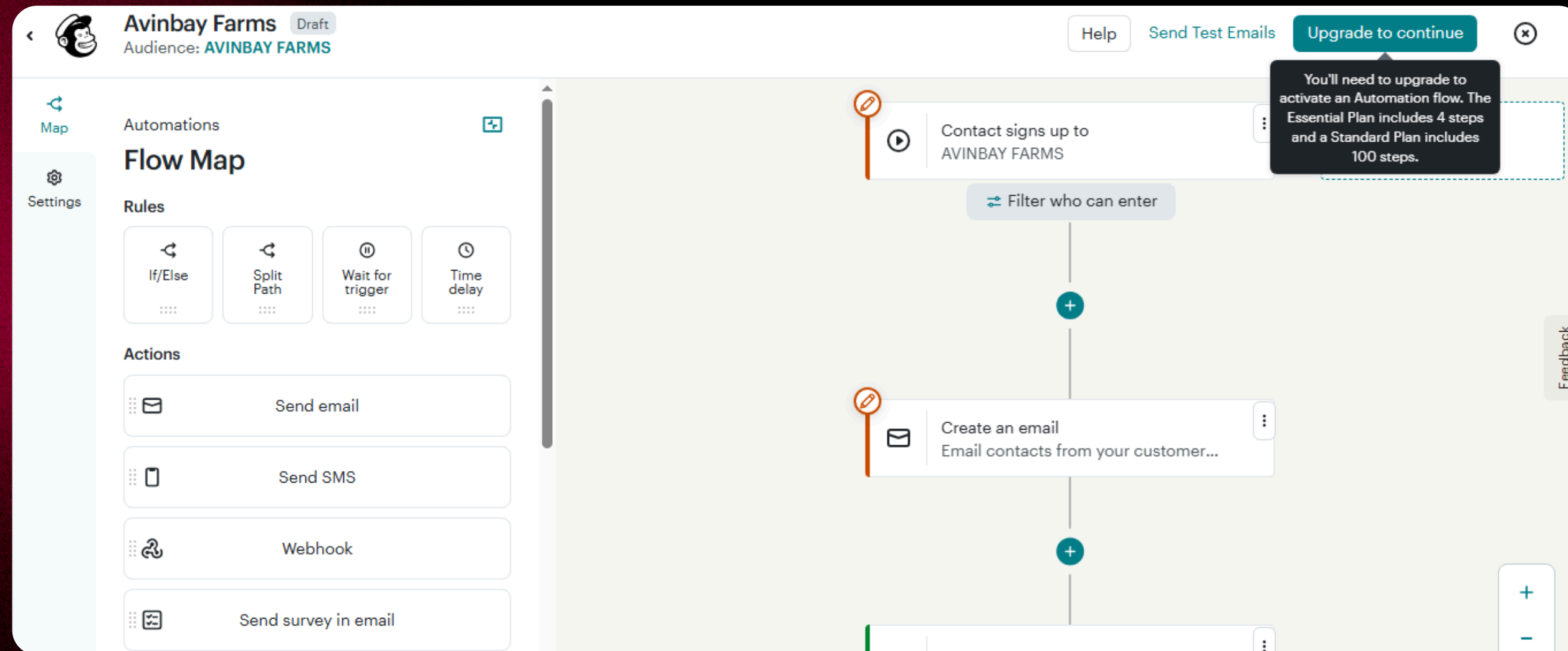
1 In that day this song will be sung in the land of Judah: We have a strong city; God makes salvation its walls and ramparts.

2 Open the gates that the righteous nation may enter, the nation that keeps faith.

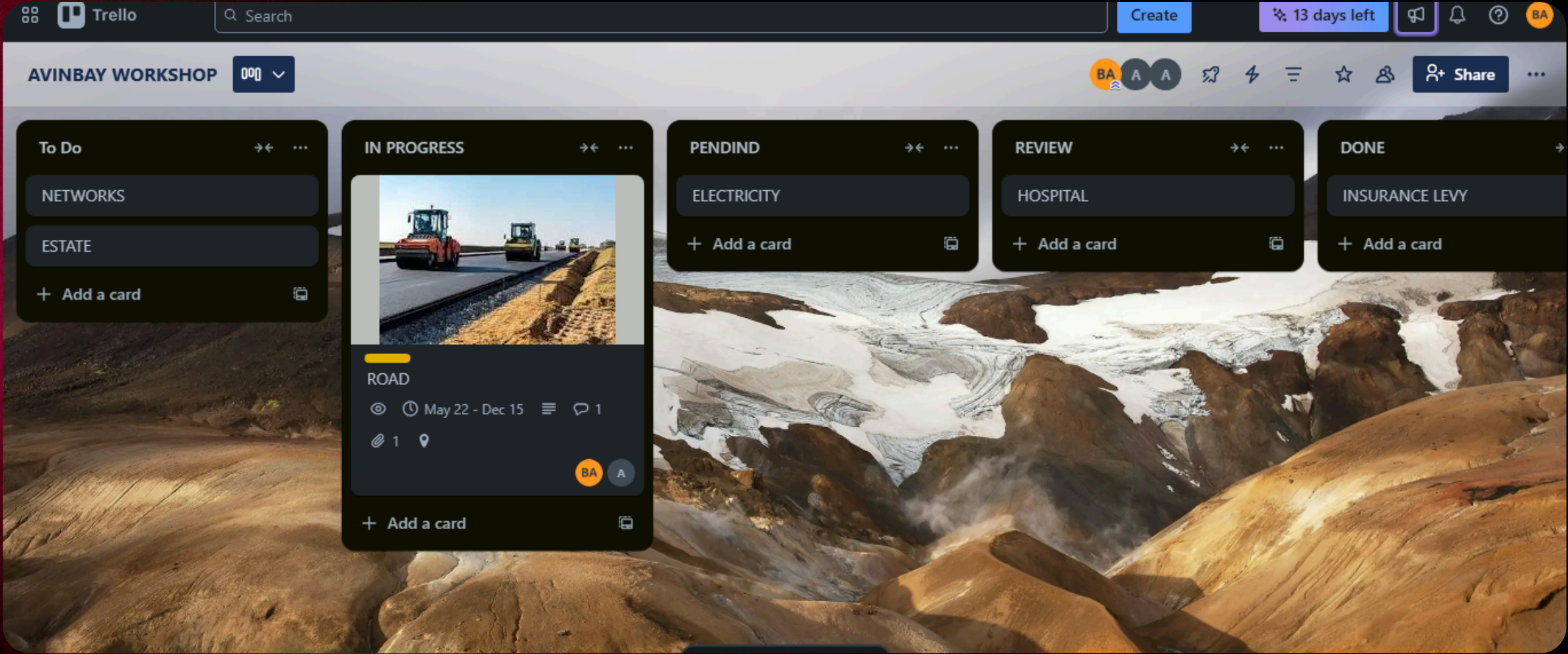
3 You will keep in perfect peace those whose minds are steadfast, because they trust in you.

@Church4U2

EMAIL CAMPAIGNS & MARKETING



CRM SETUP,OPTIMIZATION & MANAGEMENT



Home

My work

More

Favorites

Workspaces

Main workspace

ABIOLA WORKSHOP

Dashboard and reporting

EXPERT CLASS

ABIOLA WORKSHOP

Main table

New task

Search

Person

Filter

Sort

Hide

Group by

	Task	Owner	Status	Due date	Priority	Dropdown	Time
<input type="checkbox"/>	> RAZOR BLADE 3	BA	IN PROGRESS	4 Jun	High	razor blade +3	10 -
<input type="checkbox"/>	> PAPER 2		COMPLETED	2-Jun	High	razor blade	3 - 6
<input type="checkbox"/>	> JUG 1		IN REVIEW	3 Jun	Medium	kettle	13 -
<input type="checkbox"/>	> KETTLE 2		Not Started		Low	jug +2	10 -
<input type="checkbox"/>	+ Add task						

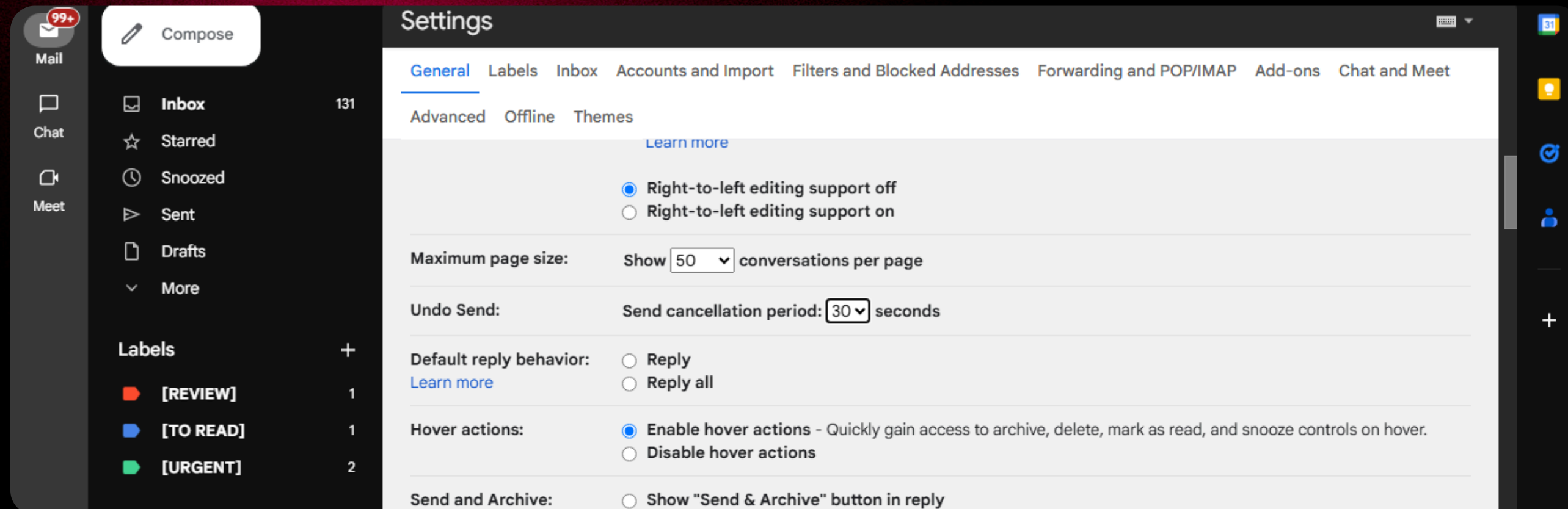
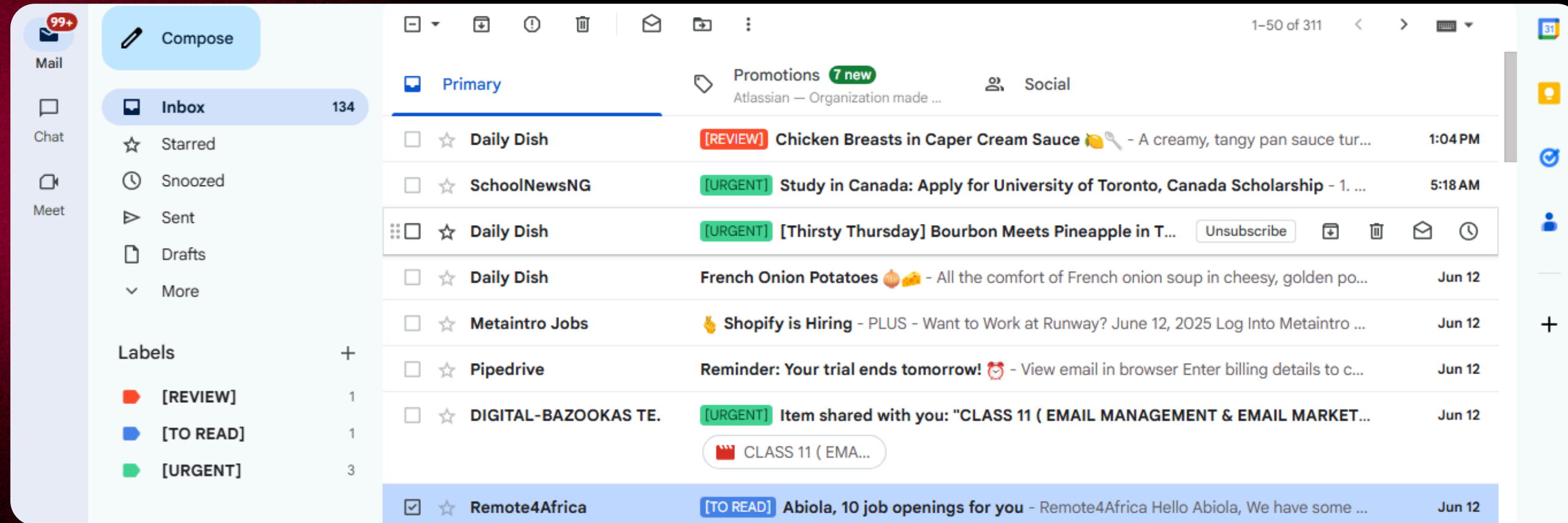
2 - 4 Jun

razor blade +3

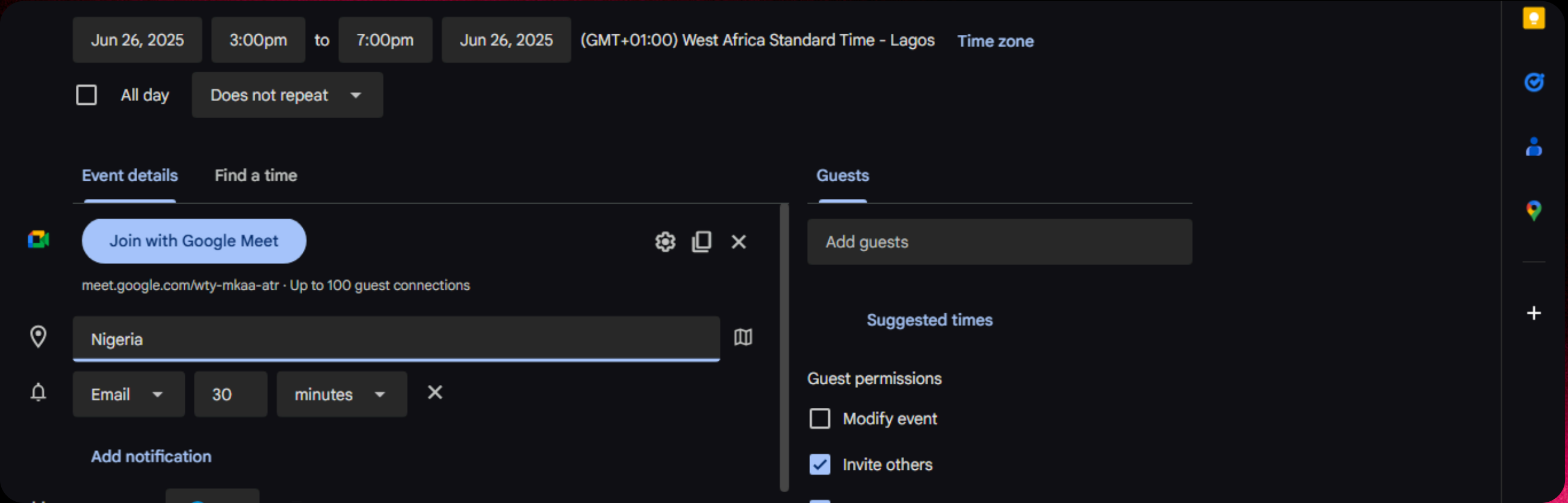
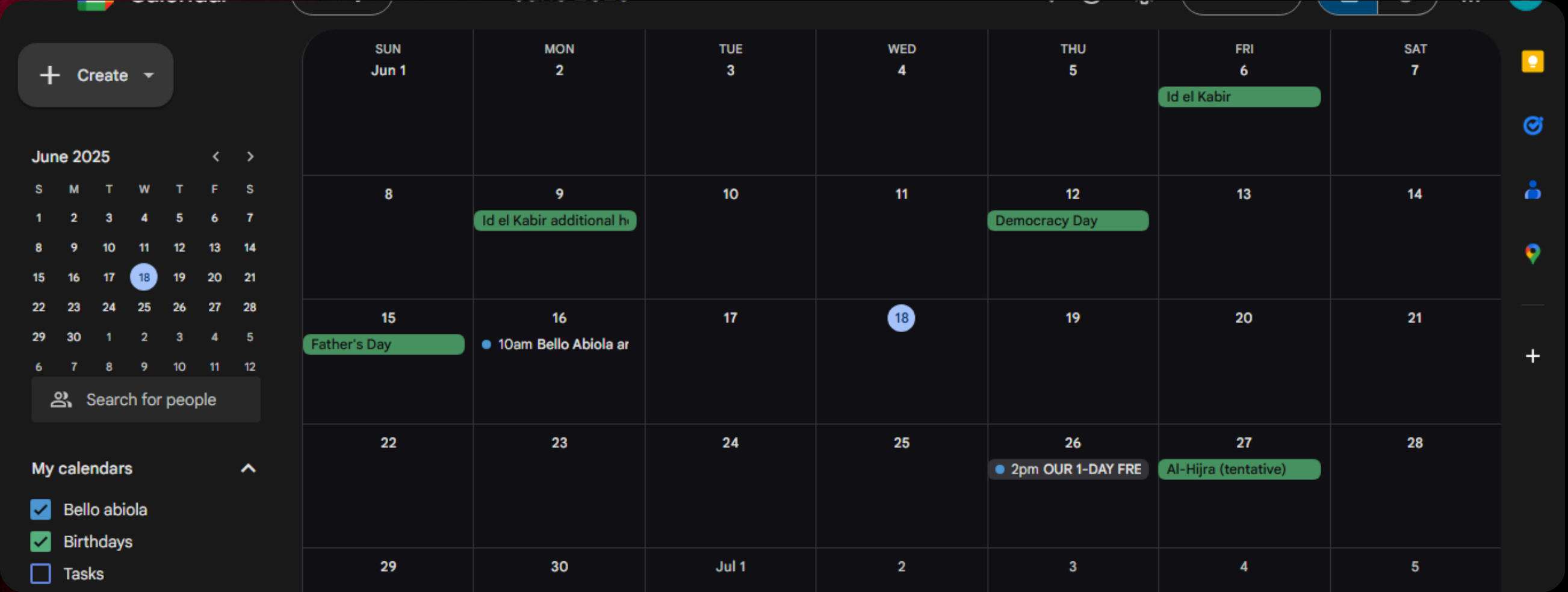
3 - 1

INBOX MANAGEMENT

CLIENT COMMUNICATION



CALENDAR, TASK MANAGEMENT



WORKFLOW AUTOMATION & SYSTEM INTEGRATION

+ Create

Home

Discover

Zaps

Tables

Interfaces

Chatbots Beta

Canvas Beta

Agents Beta

App Connections

Zap History

More

Zaps

Trash

+ Create





Zaps

Folders

All

Filters

Search by name or webhook

Name	Apps	Location	Last modified	Status	Owner
EMAIL ZAP	 	Abiola Bello (Personal)	in 1 hour	<input checked="" type="checkbox"/>	AB
AVINBAY WHATSAPP ZAP	 	Abiola Bello (Personal)	in 48 minutes	<input checked="" type="checkbox"/>	AB

1-2 of 2

25 per page

1. New Email

2 min

↓

WhatsApp Notifications

2. Send Message

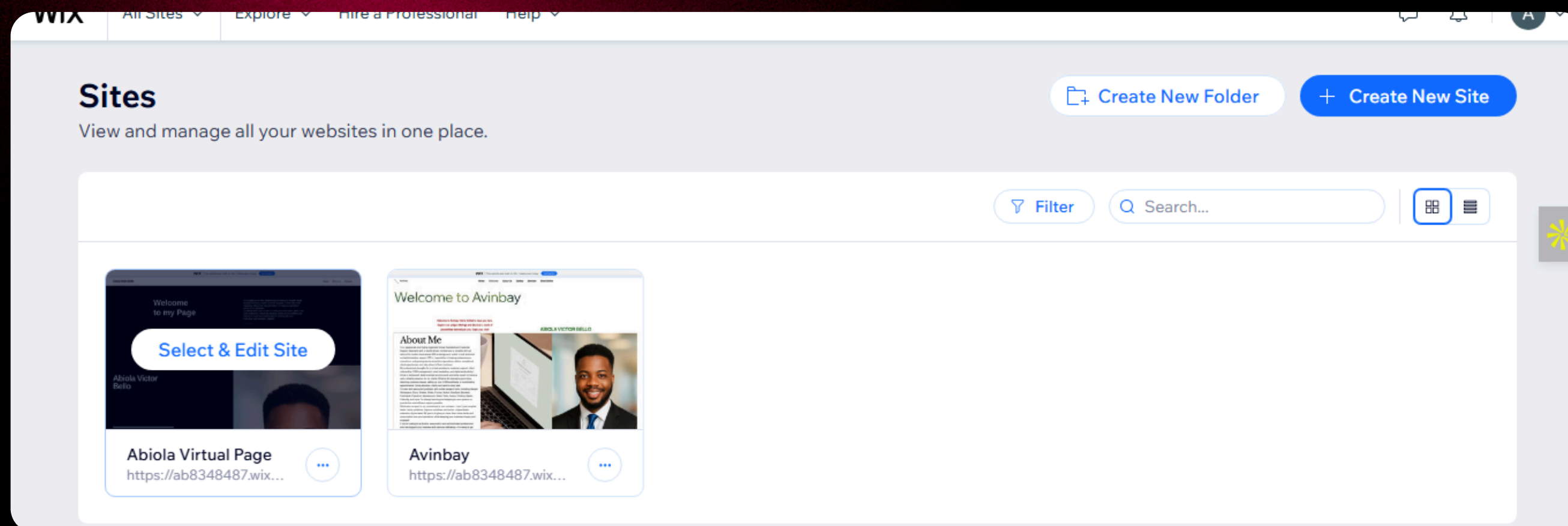
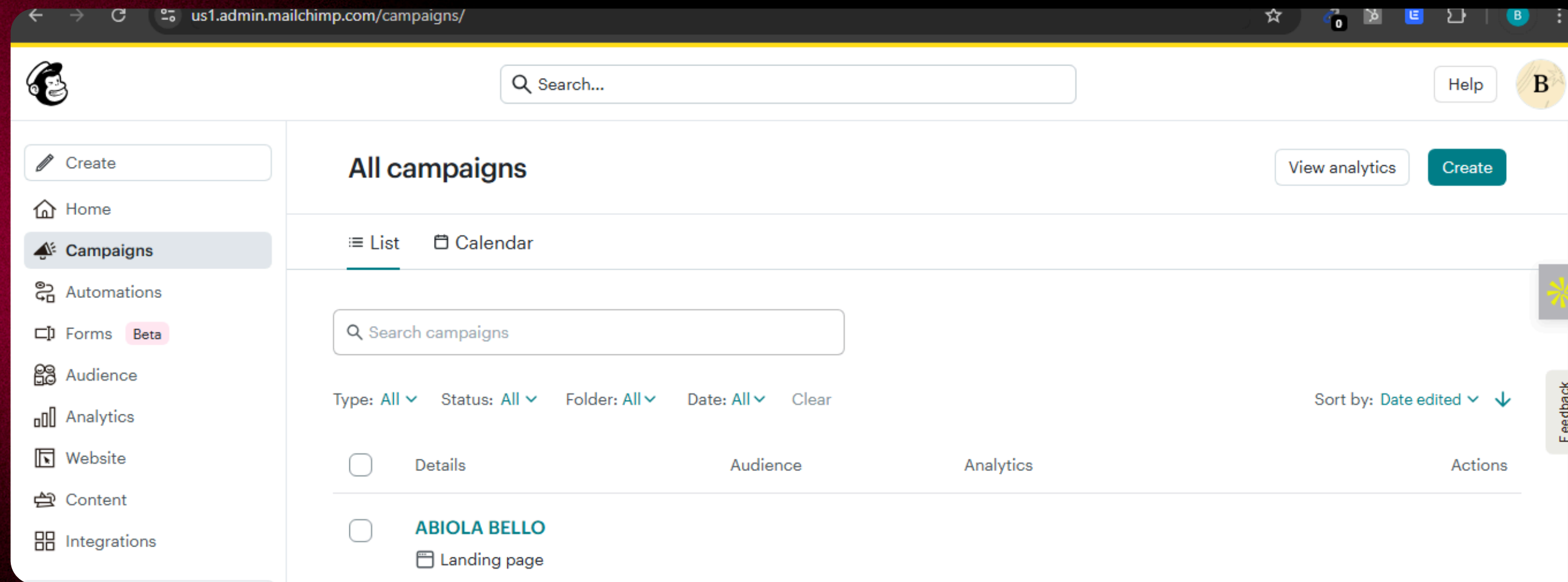
1. New Email

Setup > Configure > Test

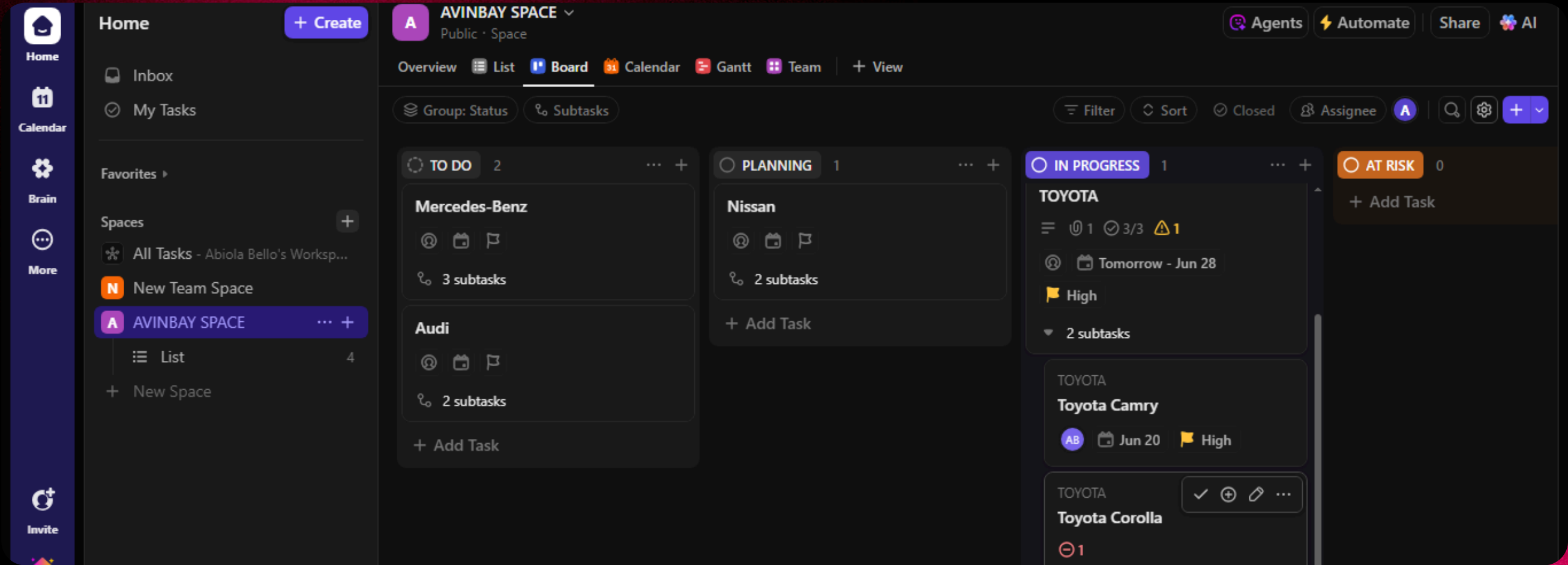
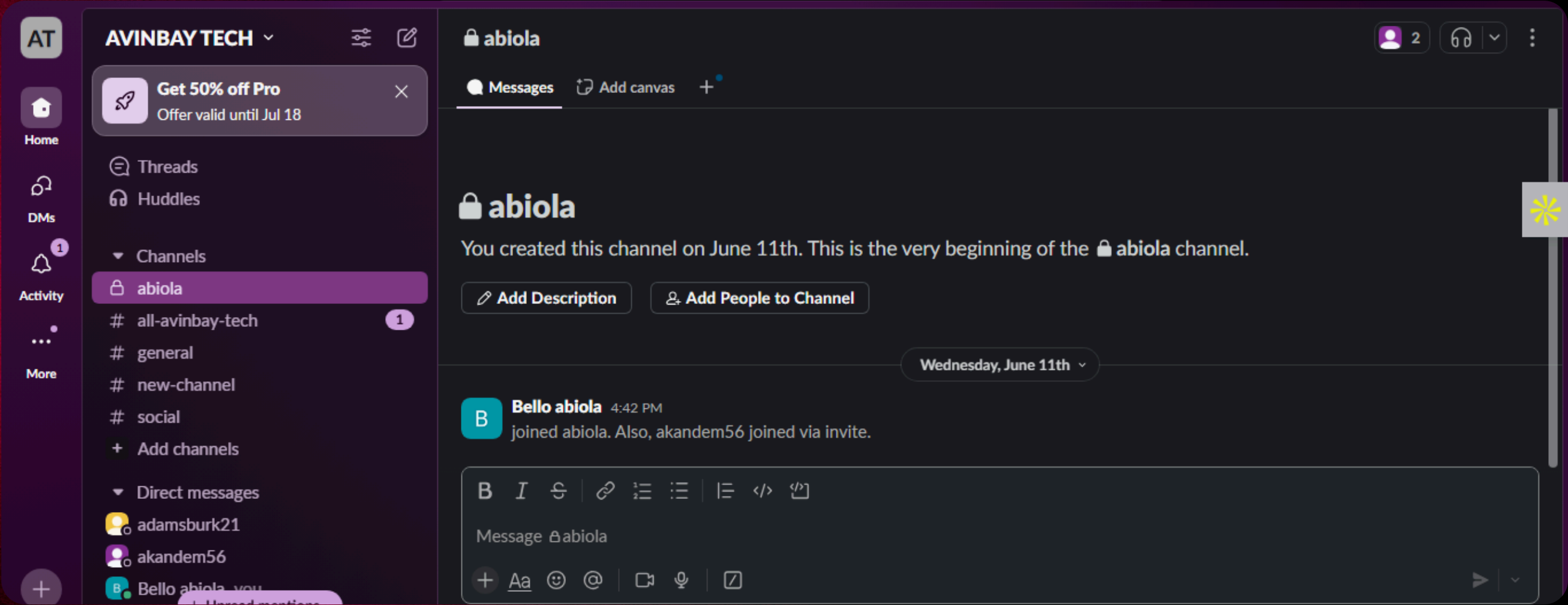
Show all fields

All fields are empty.

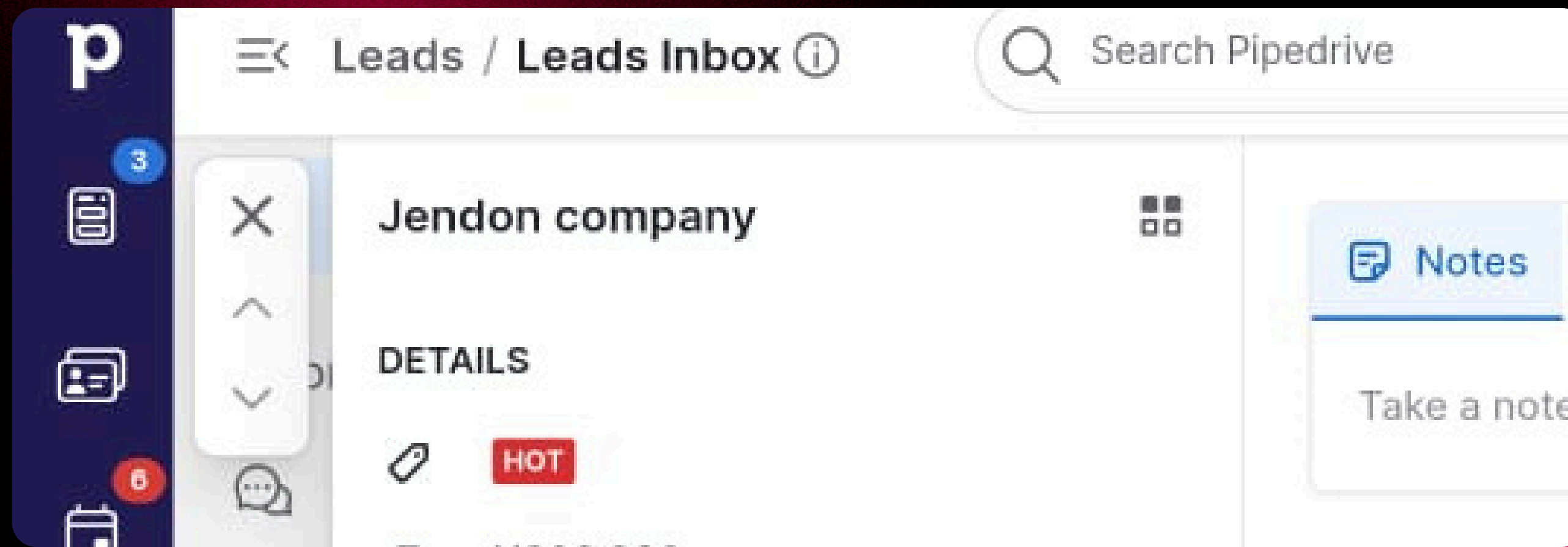
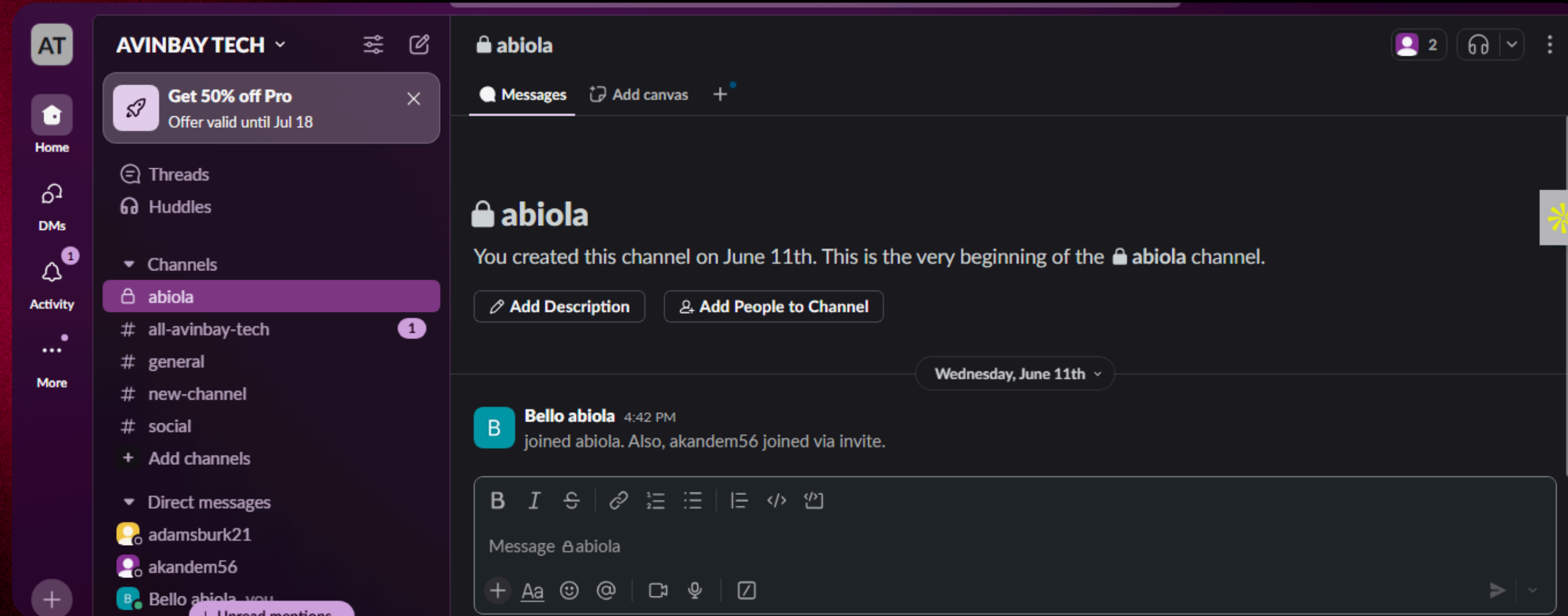
WEB DEVELOPMENT & LANDING PAGE



PROJECT COORDINATION & TOOLS MANAGEMENT



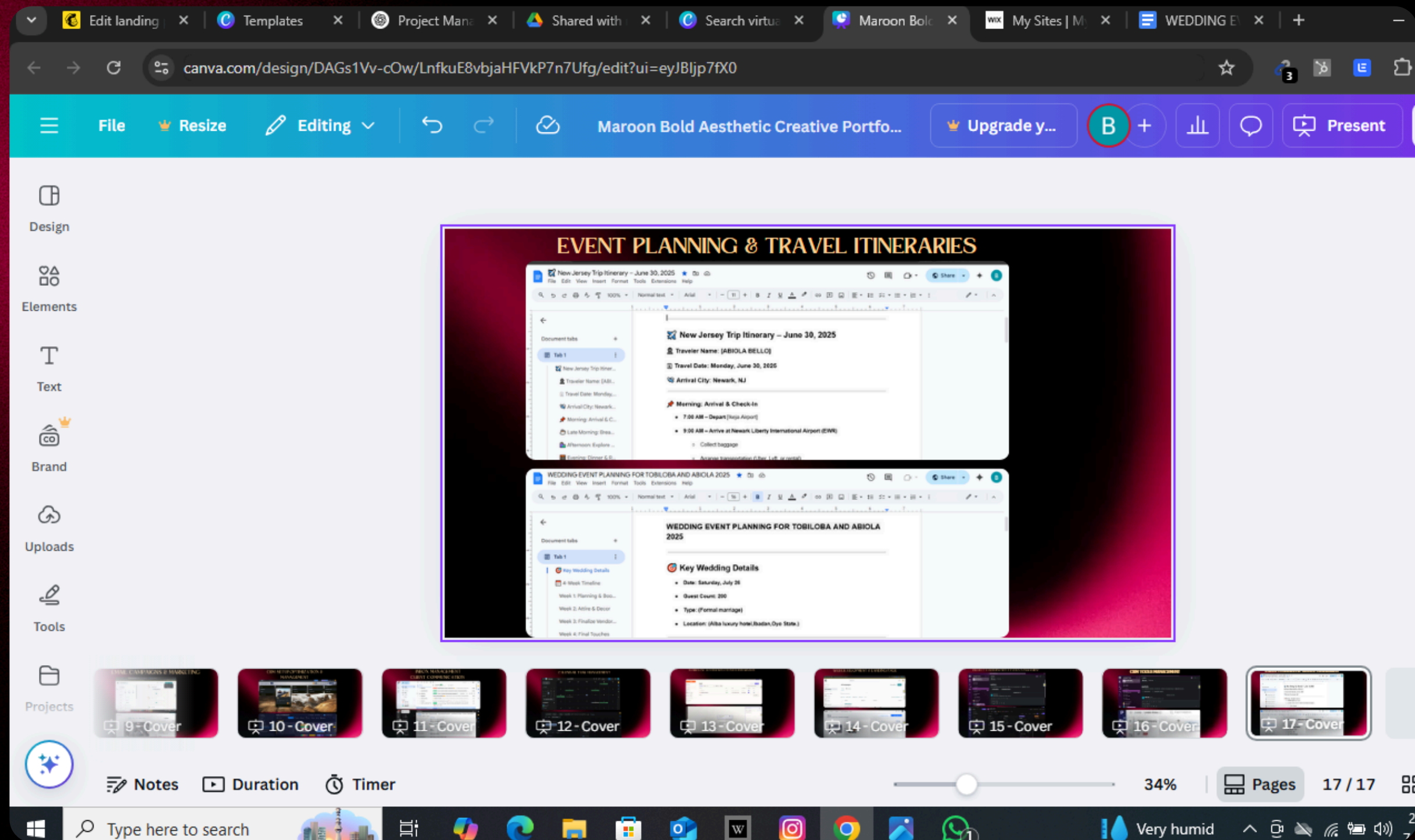
CRM TOOLS MANAGEMENT



[illegible]

The image shows a Google Docs interface for a document titled "WEDDING EVENT PLANNING FOR TOBILOBA AND ABIOLA 2025". The document is open in a browser window, with the Google Docs menu bar visible at the top. The main content area displays the title "WEDDING EVENT PLANNING FOR TOBILOBA AND ABIOLA 2025" in a large, bold, black font. Below the title, there is a section titled "Key Wedding Details" in a bold, black font. This section contains a list of four items: "Date: Saturday, July 26", "Guest Count: 200", "Type: (Formal marriage)", and "Location: (Alba luxury hotel,Ibadan,Oyo State.)". The left sidebar shows a list of document tabs, including "Tab 1" and "Key Wedding Details". The "Key Wedding Details" tab is currently selected. The document is displayed in a light blue theme.

GRAPHIC DESIGN (CANVA)



Let's Work Together

Thank you for taking the time to explore my portfolio. I'm excited about the opportunity to support your business with reliable, efficient, and professional virtual assistance. Whether you need help with customer support, scheduling, project coordination, or streamlining daily operations I'm here to help you stay organized and focused. Let's connect and bring ease and excellence to your workflow.

Ready when you are

EMAIL: BELLOABIOLA826@GMAIL.COM

PHONE NUMBER: +2348167752717

LOOKING FORWARD TO WORK WITH YOU.