



Christiana Ini-Ima

Virtual Assistant

About Me

I am a self-employed professional who provides remote administrative, technical, or creative assistance to clients. I work from home and offer services like scheduling, email management, data entry, administrative tasks, technical support, creative support, client communication, travel arrangements, response to email. I can be an independent contractor or part of a business.

Work Experience

2020 - present
Digital Bazookas Tech Academy
Virtual Assistant

- File Management, Handle customer inquiries, Coordinate travel arrangements, Scheduling Appointments, Data Entry, Email Management, Meeting confirmation

2017 - 2019
ISOLAC Kaduna, Nigeria
Virtual Assistant

- Scheduling appointments, managing calendars, handling emails, and organizing files.
- Providing technical assistance with software, data entry, and other digital tasks.
- Familiarity with various software, tools, and online platforms.
- Adjusting to various client needs and industry requirements

2015 - 2016
FERLADE Limited, Kaduna , Nigeria
Project Intern

- Managed the company's email - regularly updated and sorted out messages.

References

NEBEOLISA UGOMMA .E

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Education

Ladoke Akintola University of Technology

Bachelor of Technology

Computer Engineering

2008 - 2014

Skills

- Administrative Tasks
- Technical Support
- Creative Support
- Client Communication
- Travel Arrangements
- Response to email

Language

English