

OJEH JENITA

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SUMMARY

- Detailed oriented Virtual Assistant with experience in social media management, client communication and administrative tasks.
- Proven ability to manage tasks and build strong customer relationships.
- Committed to providing reliable support that ensures seamless workflow and contributes to overall business growth.

EDUCATION

Madonna University – Elele, Rivers State.

September 2014 – August 2020

WORK EXPERIENCE

Administrative Assistant **December 2021 - March 2022**

Smaray Eye Clinic-Abuja, Nigeria.

- Registration and taking personal data of new patients.
- Managed clinic's calendar by scheduling appointments for patients.
- Maintained and organized patient's record to ensure accuracy and confidentiality.
- Answered phone calls, responded to emails and communicated with patients about appointments and reminders to pick up their glasses.
- Ordered office supplies, managed inventory to ensure the clinic is well equipped.

Virtual Assistant

January 2023 - August 2024

LogStudio – Abuja, Nigeria.

- Managed the studio's calendar by scheduling Photoshoots, clients meeting and sending reminders to clients for their Photoshoot.
- Managed invoices to ensure expense tracking.
- Handled inquiries through email, social media and responded to comments and messages.
- Created and scheduled posts on social media platforms to increase visibility and attract new clients.
- Researched locations for shoots and coordinated makeup artists and other collaborators.

SKILLS

- Email management
- Task prioritization
- Project management
- Problem solving
- Social Media Management
- Customer Support
- Calendar management
- Content creation
- Google workspace
- Zoho books
- Asana
- Mailchimp

LANGUAGE

- English Language

CERTIFICATES

• Virtual Assistant	ALX Africa
• Customer Service	LinkedIn

INTEREST

• Swimming	• Strolling
• Dancing	• Traveling