
Time management, Organization skills, Team work, Good communication and listening skills, Problem Solving.

Skills

Akins Printing Industry / Product Manager

Ibadan, Nigeria

January 2019 - December 2020

- Identified market trends and customer needs in the printing industry.
- Developed new printing products (e.g., brochures, packaging, business cards, custom prints).
- Tracked product performance and customer satisfaction to make improvements.
- Worked with sales teams to understand customer demands and suggest new product ideas.

Crescent Writers / Writer

Ibadan, Nigeria

January 2022 - May 2024

- Wrote books, articles, and blog posts under clients' names while maintaining their unique voice and style.
- Conducted in-depth research to create authentic and engaging content to align with publishing standards and client expectations.
- Developed original stories, scripts, and content for websites, blogs, and marketing campaigns.
- Wrote compelling narratives for fiction, short stories, or brand storytelling projects.

Nigerian Institute of Social and Economic Research / Intern

Ibadan, Nigeria.

May 2024 - August 2024

- Troubleshoot software and hardware issues for researchers and staff.
- Assisted in setting up and maintaining computer systems,

printers, and network devices.

- Assisted in database management and ensured data security.
- Conducted research on emerging technologies relevant to the institute's work.

Nova Tech / Virtual Assistant

Lagos, Nigeria.

February 2024- December 2024

- Managed daily administrative tasks
- Organized emails, calendars & schedules
- Handled calls & client communications
- Supported social media management

Opekete Foundation / Virtual Assistant Intern

Lagos, Nigeria.

May 2025- Till date

- Organized emails and manage daily tasks
- Follow up on new scholarship students via Email and calls.

Bottomline Assist / Customer Support for an IGaming company

Ibadan, Nigeria.

August 2025- October 2025

- Helped players when they have log in issues.
- Handled queries and resolved Issues through various channels like live chats, email and sometimes Phone.
- Handled the verification of players accounts.

Education

University of Ibadan / Bachelor of Science in Mathematics

Ibadan, Nigeria

February 2021 - March 2025

Interests and Languages

Product Management, Virtual Assistance, Digital marketing, Customer support

English - Fluent, Yoruba - Fluent, Pidgin - Fluent