**Emmanuel Patrick Nwaochei**

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**Professional Summary**

A digital and well versed, highly organized, efficient personnel, able to deliver consistently high results in challenging work environments, building internal and external communication in a professional manner to be able communication with all levels of staff and clients. Also creating strategy when necessary and improve on the existing one in line with the aims and objectives of any organization. A skilled individual in planning and managing initiatives to achieve desired goals of profitability and retention. Having received commendations and recommendations for exceptional performance based on demonstrated success in taking calculated risk, executing strategy and identifying growth opportunities, I remain focused, work assiduously and serve whole heartedly in achieving the organizations target through effectiveness and efficiency.

**Soft Skills**

Effective Communication – English Language | Collaboration and team work |Adaptability | Attention to

details | Strong Organizational skills | Time Management | Problem Solving | Emotional Intelligence

|Multi-tasking | Pro-activeness | Professional proficiency | Leadership | Customer support and service.

**Hard Skills**

Google Workspace | Microsoft Office | CRM Tools (Teams, Hubspot, Intercom, Zendeck) | Project

Management Tools (Asana, Trello, Monday.com) | Appointment Scheduling (Calendly, Picktime,

Acuity) | Data Entry.

**Education & Certifications**

 Digital Witch, Lagos Nigeria | Tech Expert (2021)

 Delta State University, Abraka | Bachelor of Science (2018)

 TRCN

 Digital Virtual Assistant | Future Learn (2023)

**Work Experiences**

2020 – 2025

**REMOTE ROLES**

Customer Support Service {Entourage Integrated} - 2024

Virtual Assistant {Westgate Technologies)- 2022

Admin Assistant (Distinct Properties}- 2020

Customer Care Representative {HSTV} – 2021

Virtual Assistant {Super Fm}- 2023

**Referee Available on request**.