IZIEGBE AGBONLAHOR

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📍 Lagos, Nigeria | 🗣️ Fluent in English

# CAREER OBJECTIVE

Organized, detail-oriented and tech-savvy professional seeking a Virtual Assistant role. Bringing over 4 years of combined experience in front desk operations and customer service with strong communication, administrative, and multitasking skills. Eager to support executives, entrepreneurs, and teams by handling scheduling, communication, document preparation, and other remote tasks with reliability and professionalism.

# PROFESSIONAL EXPERIENCE

* Virtual Support Experience (Freelance)

Remote | 2022 – Present

- Managed client emails, scheduled virtual appointments, and handled online inquiries

- Maintained Google Sheets for tracking tasks and customer interactions

- Assisted in formatting Word documents and preparing basic reports

* Front Desk Attendant – Gabano Hotel & Suit

Benin City | 2012 – 2014

- Provided guest support, checked in clients, and answered phone/email inquiries

- Managed booking schedules, records, and front desk operations efficiently

- Handled complaints and escalated guest issues calmly and professionally

* Sales Representative – Alaba International Market

Lagos | 2014 – 2016

- Helped customers with product selection, invoicing, and stock arrangement

- Developed good rapport with walk-in clients leading to customer retention

- Maintained accurate inventory logs and provided after-sales support

# EDUCATION

University of Lagos (UNILAG), Akoka  
Bachelor of Science in Public Administration

College of Education, Ekiadolor – Edo State  
NCE in Political Science

Idia Girls College, Benin City  
Senior School Certificate

Lifeline Education Center  
Primary Education

# SKILLS

- Proficient in Microsoft Word & Google Docs

- Strong written & verbal communication

- Excellent organizational & time management skills

- Patience, adaptability & client-focused

- Fast learner with attention to detail

# CERTIFICATIONS

Certificate in Disaster Management

# REFERENCES

Available on request