|  | Phone:+2348157755231, +2348142928876  E-mail:[etibuot@gmail.com](mailto:etibuot@gmail.com) |
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|  | **Career Objectives**  Delivering my job professionally, using tech tools to assist and provide successful solutions, utilizing my knowledge, skills, and experience. Also enhancing my skills to fit the modern-day demands.  **Courses**  **Google Digital Skills for Africa-Online Course**  Virtual Assistant and Social Media Management  **Google Digital Skills for Africa-Online Course**  Digital Sales/Marketing  **Education**  **Heritage Polytechnic, Eket, AkwaIbom State (2017)**  National Diploma in Computer Engineering  **Lutheran High School, Obot Idim (2015)**  Senior Secondary Certificate Examination (SSCE)  **Tenderfoot Nursery/Primary School (2009)**  First School Leaving Certificate  **Working Experience**  **Virtual Assistant (HR/Admin Support)** -(February 2024 - October 2025)  ***WinJobs LTD*** *(Israel)*   * *Handling communications via emails and social media.* * *Managing the backend of the company's website (Wordpress).* * *Creating and scheduling posts on social media and the company’s website.* * *Creating and updating SOPs and data entry tasks.* * *Reviewing CVs and updating the database of job applicants for clients.*   **Social Media Manager** (February 2024 - April 2025)  ***ABPMX*** *(UK)*   * *Creating and updating the content calendar quarterly.* * *Creating social media content that drives engagement/sales using Canva and Capcut.* * *Posting and scheduling posts on social media.* * *Handing all communications and engagements on social media.* * *Creating Social Media reports.* * *Using Trello to handle tasks.* * *Collaborate with Operations teams to plan and execute community events.*   **Social Media Manager** (June 2023 - December 2023)  ***TLE Properties*** *(Nigeria)*   * *Planning and executing video contents/shoots.* * *Designing images that drive sales.* * *Editing videos and delivering before the deadline.* * *Running and monitoring ad campaigns on Meta Business Suite.* * *Creating reports and key metrics.*   **Virtual Assistant (Social Media)** (January 2023 - March 2024)  ***WellAgain Remedy*** *(Nigeria)*   * *Handing all communications and engagements on social media and emails.* * *Creating social media content that drives engagement/sales using Canva and Capcut.* * *Using Clickup to handle tasks.* * *Create and update content calendar according to monthly sales goals.* * *Creating reports and key metrics.* * *Using Google workspace for deliverables.*   **MIS Personnel/Admin Manager** (June 2021 - December 2022)  ***RLEI Microfinance Bank*** *(Nigeria)*   * *Managing and updating the company's server.* * *Handling all hardware and software technical issues.* * *Creating quarterly and weekly reports for the Chairman.* * *Creating and updating SOPs.* * *Organizing clients and staff databases.* * *Reconciling transactions and accounts.* * *Vetting tellers postings on the server and account books.* * *Managing the ICT infrastructure of 5 branches.* * *Handing Quarterly Performance Reviews (QPR).* * *Managing communications via email and escalating to the right department.*   **Remote Call Center Agent** (February 2019 – March 2021)  ***Unateus*** *(Russia)*   * *Handling communication with customers via calls and chats to confirm orders.* * *Escalating complains and issues with orders (e.g. delayed order, missed order e.t.c)* * *Handling sales objections and upselling to customers.* * *Collaborating with the logistics team to ensure timely delivery.* * *Following up on customers from time to time.*   **Executive Assistant to the Group Chairman, Madelyn Microfinance Bank** (September 2017 – December 2018)  ***Madelyn Group*** *(Nigeria)*   * *Managing the Chairman’s calendar and scheduling appointments.* * *Handling communications via email.* * *Handling data entry tasks.* * *Supervising warehouse operations and reporting to the Chairman.* * *Handling administrative tasks.* * *Using Ms Office tools for reporting and analytics.*   **Side Gigs (Freelance):**  Customer Service Training for KWIQ Tech  Social Media Management for TLE Properties  Chat Support for Texting Factory, US  Chat Support for Lead Moderator Services, South America  Jnr Web Dev for Success Gate Polytechnic  Social Media Management for Heritage Radio  Document Verification Officer for RISC Group, Dubai.  etc.  **Referees are available on request!!!** |
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