

Helping Professionals  
stay Organized & Focused

# Sandra Aninwaeze

Executive Virtual Assistant /  
Admin Support



## Tools I use



Google  
Workspace



Microsoft  
Office



Teams



Slack



Calendly



Docsign



Trello



Zoom

## Client Benefits

- ✓ Save Value and Time
- ✓ Professional communication
- ✓ Organized System

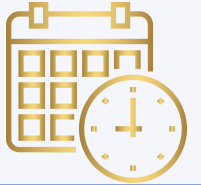
## Service Offered



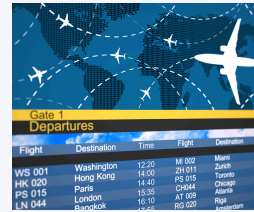
Email  
Management



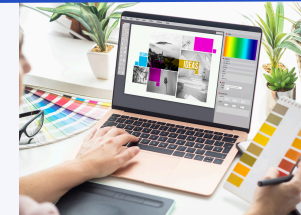
Administrative  
Support



Calendar  
Management



Travel Schedule



Graphic Design



Meeting Scheduling

## WHY HIRE ME

- ✓ Detail-Oriented and proactive
- ✓ Strong problem solving skills
- ✓ Reliable, efficient and Responsive
- ✓ Work with little or no supervision
- ✓ Committed to client satisfaction

## GET IN TOUCH



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