

Ibukunoluwa O.

Virtual Assistant

+2348168862234

Lekki, Lagos state

ibukunonas@gmail.com

<http://www.linkedin.com/in/ibukunoluwa-onasanya>

EDUCATION

B.Sc. Public administration,

Babcock University

2016, Second class honours

Virtual Assistant Training

ALX. 2024

Full Stack Data Analytics

Octave Incorporation, 2024

Professional Training in Logistics and Supply Chain Management

The Chartered Institute of Supply Chain Management USA, and The Chartered Institute of Warehouse and Materials Management, Nigeria, 2023

SKILLS

- Microsoft office suit
- Google workspace
- Project management tools
- Email management
- Data entry
- Inventory management
- Scheduling appointments
- Travel planning
- Communication
- Organization
- Attention to detail
- Customer care
- Problem solving
- research

LANGUAGES

English

SUMMARY

Detail-oriented and proactive virtual assistant with over 8 years of experience in inventory management, data analysis, and business operations. Proven ability to streamline processes and enhance operational efficiency, demonstrated by a 30% improvement in inventory control systems. Proficient in Microsoft Office Suite and skilled in managing multiple tasks while ensuring accuracy and timely completion. Strong communicator with a commitment to delivering exceptional administrative support and improving overall business productivity.

WORK HISTORY

Virtual Assistant

2024 - present

ALX, virtual online

- ❖ Managed schedules, appointments, and emails, optimizing time management and productivity.
- ❖ Coordinated travel and prepared documents, reports, and presentations to support team needs.
- ❖ Prioritized tasks and maintained calendars, ensuring efficient workflow and timely project completion.

Warehouse Manager/Store Assistant

2021- 2024

Sujimoto Construction Company, Ikoyi Lagos

- ❖ Managed and optimized inventory levels, achieving a 25% reduction in stockouts and overstocking.
- ❖ Spearheaded technological advancements in inventory control, increasing operational efficiency by 30%.
- ❖ Conducted data analysis to identify improvement areas, resulting in a 20% reduction in inventory costs.
- ❖ Supervised warehouse staff and coordinated daily operations, ensuring strict adherence to safety protocols.

Business Manager

2020 - 2021

Beauty Bottega, Lekki phase one Lagos

- ❖ Built and maintained strong client relationships, increasing retention and client growth.
- ❖ Managed inventory processes, including receipt, storage, and delivery, while supervising staff to ensure accuracy and team development.
- ❖ Verified orders, inventory, and deliveries to uphold quality standards and minimize discrepancies.