

ABDUL-RASAQ OTHMAN

Virtual Executive Assistant

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PROFESSIONAL PROFILE

I am a dynamic and results-oriented Virtual Assistant with a few years of experience providing comprehensive administrative support to executives, entrepreneurs, and businesses. Proficient in managing calendars, organizing meetings, and handling correspondence to ensure efficient workflow and seamless operations. Skilled in conducting research, drafting reports, and managing projects to drive productivity and achieve organizational goals.

KEY SKILLS AND EXPERIENCE

- **Strong written communication skills**
Good communication skills gained through my experience as a Virtual Assistant
- **Proficiency in Managing complex schedules**
Coordinating travel, and handling confidential information I have the basic understanding of data privacy, so I can handle confidential information with discretion
- **Skilled in utilizing a variety of remote collaboration tools**
Proficient in tools such as Zoom, Microsoft Teams, Slack, Zapier, Canva, Xero and Sage
- **Attention to detail**
I use active listening to convey my attention to Client and to ensure that Clients feel respected
- **Entrepreneurship**
Proven track record of identifying business opportunities and bringing innovative ideas to fruition
- **Virtualization**
Strong ability to translate abstract concepts into easily understandable visuals for stakeholders
- **Interpersonal Skills**
Strong relationship-building skills through the cultivation of positive and productive interactions with clients

PROFESSIONAL EXPERIENCE

Virtual Chief Technology Officer — Accountabul ST. Louis, United States of America | Jan 2025 – Till Date

Key Achievements

- Successfully designed and implemented LinkedIn AI-powered automation tool to streamline administrative tasks such as data entry and scheduling.

Key Responsibilities

- Set and implemented the company’s overall technology strategy in alignment with business goals.
- Evaluated and recommended software tools and digital systems to enhance virtual assistant operation.
- Maintain and update administrative records related to technology procurement, licensing, and contracts

Virtual Data Quality Reviewer — Volga Partners, Kirkland Washington, United States of America | July 2024 – Till Date

Key Achievements

- Successfully Provided training and guidance to team members on data quality best practices and procedures

Key Responsibilities

- Conduct thorough reviews of datasets to ensure accuracy, consistency, and compliance with company data standards.
- Monitor data quality trends and recommend process improvements to enhance data governance strategies.
- Ensure timely and accurate validation of data used for reporting, analytics, and decision-making processes.

Key Achievements

- Successfully handle sensitive information with discretion and maintain strict confidentiality, earning the trust and confidence of clients and colleagues alike.
- Curated and scheduled over 100 engaging posts across the company's social media platforms, resulting in a 40% increase in follower engagement

Key Responsibilities

- Manage email accounts, respond to inquiries and forward emails to the appropriate team member
- Answer and direct phone calls in a professional and courteous manner
- Craft, and refine engaging content across various social media channels
- Collaborate with the finance team to streamline data entry procedures and maintain data accuracy and integrity
- Create content to post on the company's social media channels.

Virtual Administrative Assistant — Advanced Facility Management, Abu Dhabi - United Arab Emirate | May 2018 – May 2021

Key Achievements

- I enhanced client satisfaction: Maintained a great percentage of client satisfaction rate through prompt responses, proactive communication, and resolving issues effectively and efficiently.

Key Responsibilities

- Managed email accounts, responding to inquiries and forwarding emails to the appropriate team member
- I assisted with social media management
- Coordinating and scheduling meetings, preparing agendas, taking meeting minutes, and ensuring that all necessary materials are available.

Virtual Executive Assistant — Bricksland Resort, Abuja Nigeria Aug 2016 – Aug 2017

Key Responsibilities

- Communicate effectively and professionally via various channels, including email, and Phone
- Anticipate executive needs and proactively address them to enhance productivity and streamline operations.
- Addressed employees' administrative queries

EDUCATION

Ahmadu Bello University Zaria, [In view]

Master's in Public Administration

Ahmadu Bello University Zaria, September 2009 – July 2013

Bachelor's degree in Political Science

Demonstration Secondary School, A.B.U Zaria, April 2003 – June 2009

Senior Secondary School Certificate (National Examination Council)

TRAINING

Institution; Advanced Facility Management, Abu Dhabi

Training; Supervisory Skills Training 1 & 2, supervising others & Managing Employee Development – 2018

REFEREE

Available upon request