

USMAN MUHAMMAD

VIRTUAL ASSISTANT

Tel: +2348105574372, Email: Muhammadusman1023gmail.com

- Growth Mindset
- Good Communication Skills
- Project Management

Personal Details

Currently Employed: Yes

Date of Birth: 1998-07-14

Highest Level of Education: Undergraduate

Industry: Administrative Assistance

NYSC Status: Completed

WORK EXPERIENCE

FREELANCING

- Pacteria Technology, Hong Kong. China.
As Translator/Evaluator/Trans - creator (Pair Languages (English Language and Hausa Language)
2022 – till date
- **General Assistant**
De Hau Computer Center - Kaduna
March 2022 to Present
Responsibilities include:

- a. Attending to client who need services such as typing, Graphic design, Data entry on Excel sheets, Domain name generating and registering, website development, creating Web mails for business owners, Company registration in Nigeria with Cooperate Affairs.
- b. Helping Clients that needs Digital marketing such as Facebook ads, Google ads, online sales Representative and lots more

- **ADMINSTRATOR (FREELANCING)**

B. Maishadda Textile
Kaduna State Nigeria, 2016 - 2020

EDUCATION

Certificate as General VA

African Leadership Foundation
VA Programme – as General Virtual Assistance
July 2022 – September 05

Islamic Studies Kaduna State
University
October 2015 – December 2019

Certificate in Microsoft Digital Literacy

Microsoft - Kaduna
October 2020 to December 2020

Certificate in Online marketing fundamentals

E - Marketing Institution - Kaduna August
2017 to October 2017

Certificate in Social Media Marketing

E- Marketing Institute - Kaduna July 2017 to
August 2017
Skills

- Microsoft office (Word, Power point, Excel)
- Google Suite (Slides, Sheet, Docs, Calendar, G – forms)
- Google translator
- Smart ling Translator Software
- Design (Canva, Adobe illustrator)

LANGUAGES

- Hausa Language - Expert
- English Language - Fluent

CERTIFICATIONS AND LICENSES

Microsoft Digital literacy

October 2019 to Present

1. Microsoft Office word, power point, Excel
2. Accessing Information online
3. Literacy on how to work with computer