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<https://ruthamos-va-portfolio.my.canva.site/>



Lagos Nigeria

Education

B.Tech Biology Education

Federal University of Technology, Minna
2017 - 2023

Award Certificate

Virtual Assistant
2024

Expertise

Data entry
Scheduling
Email management
Customer Support
Social Media Management
Research
CRM Software Proficiency

Tools

Google Workspace
Microsoft Office Suite
Project Management Tools
CRM & Customer Support Tools
Communication Tools

RUTH O. AMOS

Virtual Assistant



Profile

I am a dedicated Virtual Assistant and Customer Support Specialist with 3 years of experience. I specialize in administrative tasks, customer service, and accurate data entry to enhance business operations. My expertise in email management and CRM tools allows me to handle multiple tasks efficiently. Whether you need responsive support or precise data management, I am here to help.



Work Experience

2024

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2025

Zenrox Healthcare

Virtual Assistant

- Streamlined executive support: managed calendars, travel, correspondence, and research.

2024

Pjek Enterprise

Virtual Assistant

- Provided comprehensive administrative support to executives, managing calendars, travel, correspondence, and research.

2023

Advertizia Nigeria Ltd (American Call Center)

Customer Service (Remote)

- Provided exceptional customer service, resolving inquiries, addressing concerns, and processing orders.

2023

NewEdge Finance (Remote)

Telesales/Loan Recovery Agent

- Working with the wider development team.

2022

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2023

National Situation Room Abuja

Call Center Agent/Data Entry

- Delivered top-notch customer service: resolved inquiries, addressed concerns, and processed orders



References

Boluwatife Ogunbayo

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National Situation Room / Call Center Manager

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