



MAKINDE ENIOLA

V I R T U A L A S S I S T A N T

Contact

Email

info@makindeeniola.com

Website

www.makindeeniola.com

Education

2019 - 2024

Bachelor of Technology (B.Tech)

Basic Medical Science,
Ladoke Akintola University
of Technology

Certifications

Virtual Assistant Training

Professional Diploma of
Virtual Executive Assistant

Expertise

Customer Support

Email Management

Social Media Handling

CRM Tools

Task Organization

Language

English

Yoruba

ABOUT ME

I'm a multi-skilled Virtual Assistant with a passion for making life easier for busy people and growing businesses. Over the past few years, I've had the amazing opportunity to assist civil servants with their day-to-day tasks as a side gig, and that experience opened my eyes to something bigger: I absolutely love supporting others! I'm a people person through and through! Friendly, organized, and always up for a good conversation.

WORK EXPERIENCE

Customer Support VA

June 2024 – April 2025

Roofers Boost

Responded to customer questions about service plans, getting started, using our tools, and billing, while maintaining a helpful and empathetic tone aligned with the brand voice

Independent Monitor

May 2025 – May 2025

World Health Organization

Assisting with logistical coordination and data reporting for immunization campaigns.

Personal Assistant

Nov 2023 – Dec 2024

Local Government

Immunization Officer (LIO)

Supported operations, managed records, and engaged with clients professionally.