SIMISOLA OGUNGBE

Lagos State, Nigeria | +2349028452108 | Email | Portfolio | LinkedIn

Professional Summary

Highly organized and proactive virtual administrative assistant, I specialize in providing administrative and technical support to professionals and small businesses. With over two years of experience in managing schedules, coordinating projects, handling communication, and executing a wide range of tasks, I excel at improving operational efficiency and helping clients focus on their core business activities.

Education

Bachelor of Science in Applied Physics and Electronics.
University of Lagos, Lagos, Nigeria
October 2018 - July 2024

Professional Experience

Administrative Assistant
Subuola Joe Ventures, Lagos, Nigeria.
August 2025 – July 2026

- Maintained accurate stock records using spreadsheets and inventory systems.
- Prepared invoices, delivery notes, and purchase orders for customers and suppliers
- Maintained accurate stock records using spreadsheets and inventory systems.

Compliance Officer
Jorrel Management, Lagos, Nigeria.
January 2026 – April 2026

- Enforced daily compliance workflows and reported through the company's tracking system.
- Collaborated with leadership, HR, and Legal on staff performance, appraisals, and strategic decisions.
- Partnered with HR on onboarding and compliance documentation, helped build systems to improve efficiency.

Administrative & Partnership Officer
Ecopulse Technologies Limited, Lagos, Nigeria.
February 2025 – June 2025

- Drafted and customized solar energy proposals for residential and commercial clients.
- Assisted the director with calendar management, meeting scheduling, document preparation, and research.
- Coordinated communications with potential and current business partners for collaboration opportunities as the point of contact.
- Maintained a database of client records and proposal tracking using CRM tool Notion.

Virtual Assistant
Rated Miss Pretty, Lagos, Nigeria.
August 2024 – January 2025

- Managed and scheduled content across multiple social media platforms, ensuring consistent brand engagement.
- Created compelling graphics, captions, and posts using tools like Canva, driving brand awareness and visibility.

General Secretary
University of Lagos Science Student Association, Lagos, Nigeria.
August 2023 - August 2024

- Managed the student association organization's official records, including meeting minutes, event documentation, and member databases.
- Assisted the executive team in planning and organizing key events by handling logistics, preparing agendas, and ensuring proper execution of tasks.

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Meteorologist Intern
Nigerian Meteorological Agency, Ikeja, Lagos State, Nigeria.
Sept 2021 - Nov 2021 & June 2023 - Oct 2023

- Provided accurate and timely weather observation and forecast within and outside the country's airspace.
- Analyzed metrological data to prepare flight documents for airlines.
- Data entry and analysis to predict weather patterns and trends.

Skills

- Project Management and Leadership Skills.
- Communication: Excellent verbal and written communication skills
- Technical Skills: Proficient in Google Workspace, Microsoft Office Suite, Trello, and Notion.
- Problem Solving: Strong analytical and critical thinking abilities.
- Programming Languages: Proficient in HTML, CSS, and JavaScript.
- Data Analysis and Database Management.

Certifications

- **Fundamental of Remote Sensing**
  NASA Applied Remote Sensing Training Program, August 2026
- **Virtual Assistant Certification**
  ALX Africa, August 2024
- **Web Developer (CWP)**
  CWW Tech Africa, October 2021

Volunteer Experience

Logistics Head
Navigating the Next, Lagos, Nigeria
January 2024 - June 2024

- Led logistics planning and execution across inventory, transport, and vendor channels to ensure timely delivery and cost-effective resource use.