

CHUKWU MMESOMA LILIAN

Nigeria | 18 years | Phone: 09169688058 | Email: mmesolily738@gmail.com

PROFESSIONAL PROFILE

Motivated and hardworking secondary school graduate seeking beginner-friendly online and remote work. Reliable, responsible, willing to learn, and comfortable using a smartphone and the internet. Interested in online teaching assistance, typing, data entry, virtual assistance, customer support, social media assistance, and basic administrative tasks.

EDUCATION

Secondary School Graduate — Nigeria

CORE SKILLS

- Basic smartphone and internet skills
- Online communication
- Customer communication
- Following instructions
- Typing and text entry
- WhatsApp/group administration
- Online research
- Social media assistance
- Copying and organizing information
- Basic data entry
- Time management
- Willingness to learn new tools

ONLINE WORK INTERESTS

- Online teaching assistance
- Virtual assistant work
- Data entry and typing
- Customer/chat support
- WhatsApp or group administration
- Social media assistance
- Online research
- Record updating
- Basic administrative work
- Other legitimate beginner-friendly remote work

PERSONAL QUALITIES

Hardworking • Honest and responsible • Patient • Willing to learn • Respectful • Reliable • Able to work independently

AVAILABILITY

Available for remote/online work and willing to learn the requirements of a new position.

REFERENCES

Available upon request.