

KIBREAB

Virtual Assistant & Data Entry Specialist

 Addis Ababa, Ethiopia  kibreab78@gmail.com  +251 927 863 577

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Freelance Professional with strong administrative and digital task execution capabilities. Experienced in executing online micro-tasks, data entry, social media engagement, and Amharic-English translation. Proven track record of high accuracy, reliability, and meeting strict client deadlines.

WORK EXPERIENCE

Freelance Micro-Task & Data Entry Specialist 2023 – Present

Remote / Self-Employed — Addis Ababa, Ethiopia

- Executed various digital marketing and social media engagement tasks across platforms like TikTok, X (Twitter), and YouTube.
- Accurately managed data entry, content moderation, and online research with high efficiency.
- Ensured strict adherence to client instructions and guidelines, delivering verified proof of task completion.

Administrative Assistant / Data Collector 2022 – 2023

Addis Ababa, Ethiopia

- Organized, categorized, and digitized documents for internal databases.
- Assisted with general administrative workflow, correspondence, and basic reporting.

EDUCATION & QUALIFICATIONS

Bachelor of Science (B.Sc) / Diploma 2019 – 2023

Addis Ababa University — Addis Ababa, Ethiopia

CORE SKILLS

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|---------------------------------|----------------------------------|
| • Data Entry & Management | • Digital Marketing Tasks |
| • Amharic & English Translation | • Social Media Engagement |
| • Virtual Assistance | • Attention to Detail & Accuracy |

AVAILABILITY & WORKING TERMS

Open to Work

Available Immediately

Open to Freelance

Open to Remote Work

LANGUAGES

Amharic: Native | **English:** Professional Working Proficiency