



# JAMY DAUD

*Virtual Assistant*

## PROFILE

A Skillful and dedicated Virtual Assistant with over 10 years of experience in the Administrative and Office Management field and extensive experience in the coordination, planning, and support of daily operational and administrative functions.

## CONTACT ME

 +966 547953762

 daudjamy90@gmail.com

 Jeddah, Saudi Arabia

## MY SKILLS

Microsoft Office

System and Analytics

Communication

Problem Solving

## ➤ EDUCATION

### **Bachelor Of Science in International Relations**

2006-2010

Mindanao State University

## ➤ WORK EXPERIENCE

### **Client Relations Officer**

#### **Gulf General Insurance | 2020- present**

- Worked to maintain positive client relationships, resulting in many client referrals.
- Identified client needs and suggested appropriate services to enhance the client experience.
- Worked to please the client and achieve 100% client satisfaction.

### **Virtual Assistant**

#### **Freelance | 2018- Present**

- Manage and maintain calendars
- Handle administrative tasks
- Complete word processing tasks
- Research and organize data
- Maintain and manage contacts
- Create presentations and documents
- Manage social media