



KEHINDE JELILI ADEYEMI



DEDICATED TO YOUR
BUSINESS GROWTH

VIRTUAL ASSISTANT | META ADS SPECIALIST |
LEAD GENERATION EXPERT | CUSTOMER SUPPORT

*Helping businesses save time, generate leads,
and grow with smart support & digital solutions.*



FAST
RESPONSE



ACCURATE
WORK



ON-TIME
DELIVERY



TRUSTED
SUPPORT



CONTACT



contact@freelancerjay.store



freelancerjay.store



Lagos, Nigeria



CORE STRENGTHS

- ✓ Excellent Communication
- ✓ Attention to Detail
- ✓ Problem Solver
- ✓ Time Management
- ✓ Fast Learner
- ✓ Highly Organized
- ✓ Reliable & Punctual



SKILLS

Virtual Assistance		90%
Customer Support		88%
Lead Generation		90%
Meta Ads Management		85%
Data Entry		90%
Internet Research		88%
WordPress Management		85%
Email & Calendar Management		90%
Administrative Support		90%



TOOLS & PLATFORMS



PROFESSIONAL SUMMARY

Results-driven Virtual Assistant and Digital Marketing professional with hands-on experience in Meta Ads, customer support, lead generation, WordPress administration, Zoho Mail configuration, DNS management, business email setup, data entry, internet research, and administrative support. Recognized for excellent communication, attention to detail, and delivering high-quality work that drives business growth and client satisfaction.



PROFESSIONAL EXPERIENCE

Freelance Virtual Assistant & Digital Marketing Specialist	2023 – Present
• Managed administrative and virtual assistant tasks for clients across different industries. • Created, managed, and optimized Meta (Facebook & Instagram) Ads campaigns that generated qualified leads and improved engagement. • Generated targeted B2B leads through internet research and data collection. • Provided excellent customer support via email and live chat. • Managed WordPress websites including updates, content posting, and plugin management. • Configured domains, DNS records, and Zoho Mail for professional business email setup. • Handled data entry, spreadsheet management, and reporting tasks accurately. • Supported clients with day-to-day operations to improve productivity and efficiency.	



EDUCATION

Mass Communication	In View
National Open University of Nigeria (NOUN)	



WHAT I CAN DO FOR YOU

- ✓ Provide reliable virtual assistance
- ✓ Handle admin tasks so you save time
- ✓ Generate quality leads for your business
- ✓ Manage and optimize Meta Ads
- ✓ Provide excellent customer support
- ✓ Organize emails, calendars & schedules
- ✓ Manage WordPress websites
- ✓ Do accurate data entry and research
- ✓ Help your business grow and scale
- ✓ Deliver quality work on time, every time

66

I am committed to providing top-notch support and solutions tailored to help your business thrive.



LET'S WORK TOGETHER!
Your success is my priority!

