

PORTFOLIO

**Rachael Abiola**

virtual Assistant

**HIRE ME**



# ABOUT ME

I am a Certified Virtual Assistant trained in email management, calendar organization, file management, travel itinerary planner, and administrative support. I support business owners by managing daily tasks that improve organization, communication, and workflow efficiency.

I am highly reliable, detail-focused, and committed to delivering quality work while continuously improving my skills through practice and hands-on project work.

# EDUCATION

HER GROWTH HUB ACADEMY

CERTIFICATE IN REMOTE WORK ETIQUETTE, TOOLS & DIGITAL LITERACY

BOSSA ACADEMY

CERTIFICATE IN VIRTUAL ASSISTANT PROGRAM

CRESTFIELD COLLEGE OF HEALTH TECHNOLOGY OSUN STATE NIGERIA

CERTIFICATE IN PHARMACY TECHNICIAN

# SERVICES I OFFER

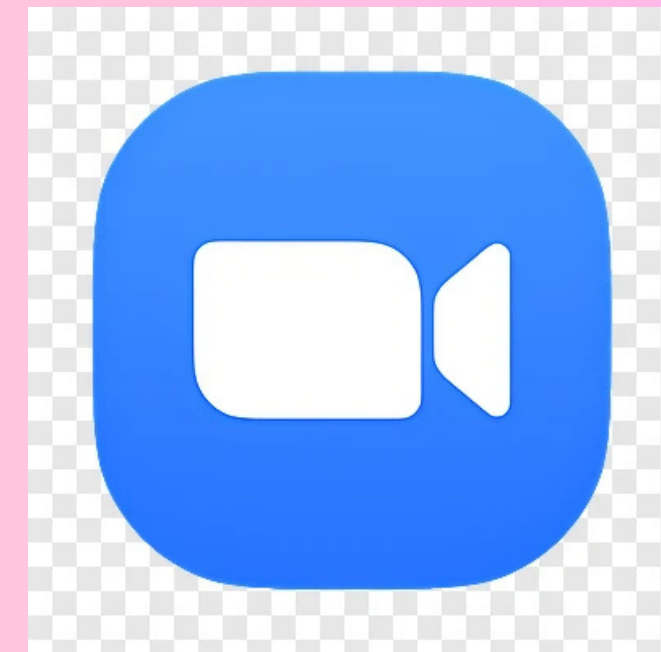
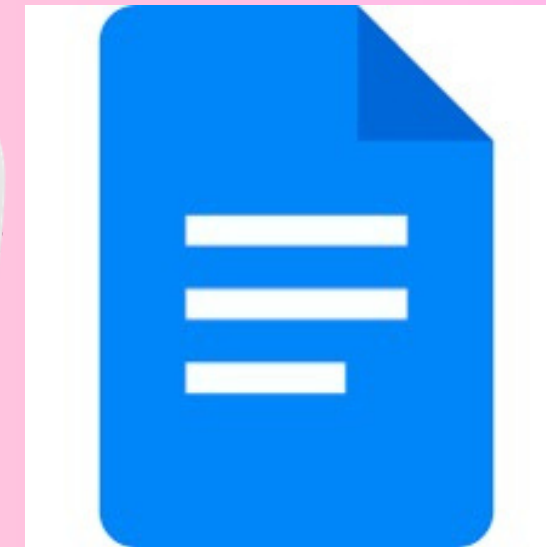
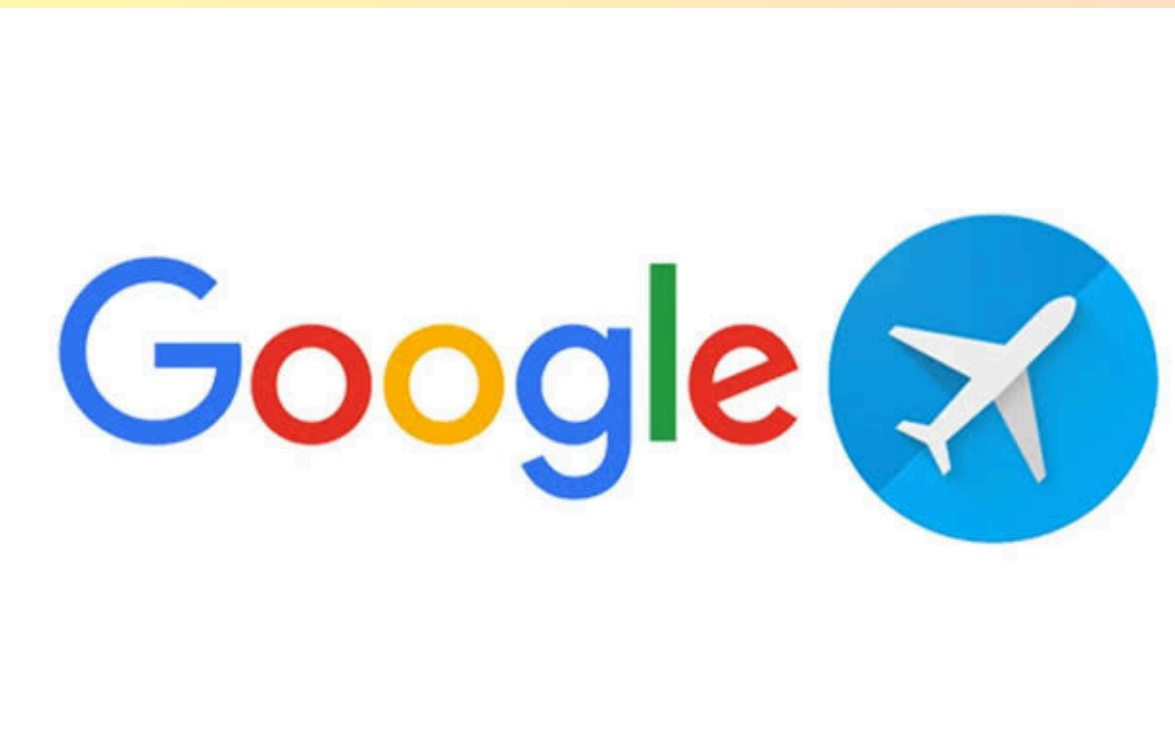
- 1. Administrative & Executive support:** Organizing emails, managing calendars, creating documents, and keeping records accurate
- 2. Customer Support :** Handling inquiries, resolving issues, tracking orders, and maintaining client databases.
- 3. Research & Documentation:** Conducting market, product, or competitor research and summarizing findings clearly.
- 4. E-commerce Support:** Managing product listings, tracking inventory, assisting with orders, and following up with customers.

**5. CRM & Data Management:** Maintaining customer databases, tracking leads, and preparing simple reports to monitor sales performance and client interactions.

**6. Personal Assistance:** Planning travel, booking appointments, sending reminders, and assisting with online tasks.

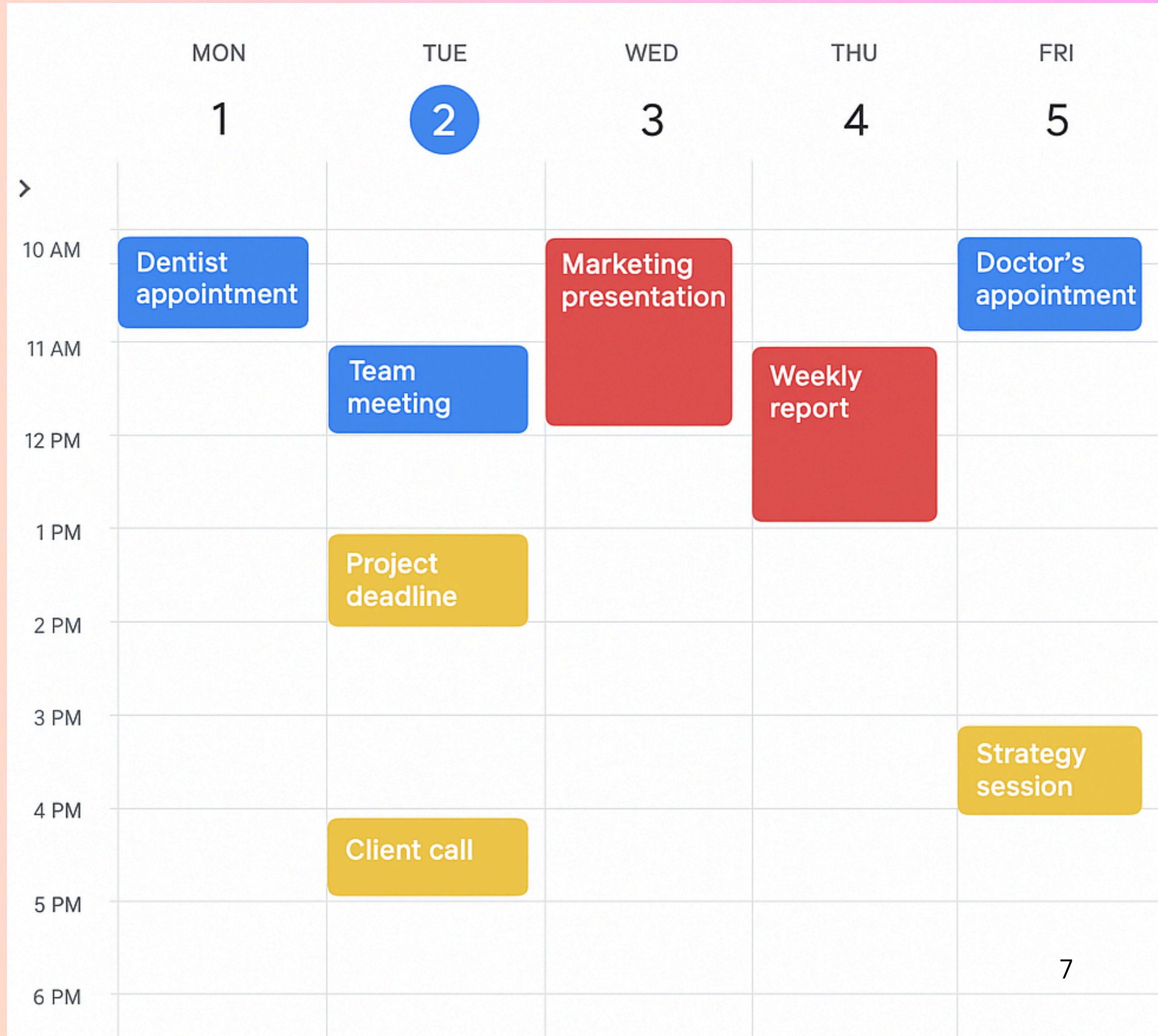
**7. Project & Task coordination:** Setting up task boards, tracking deadlines, creating checklists, and coordinating teams.

# TOOLS I WORK WITH

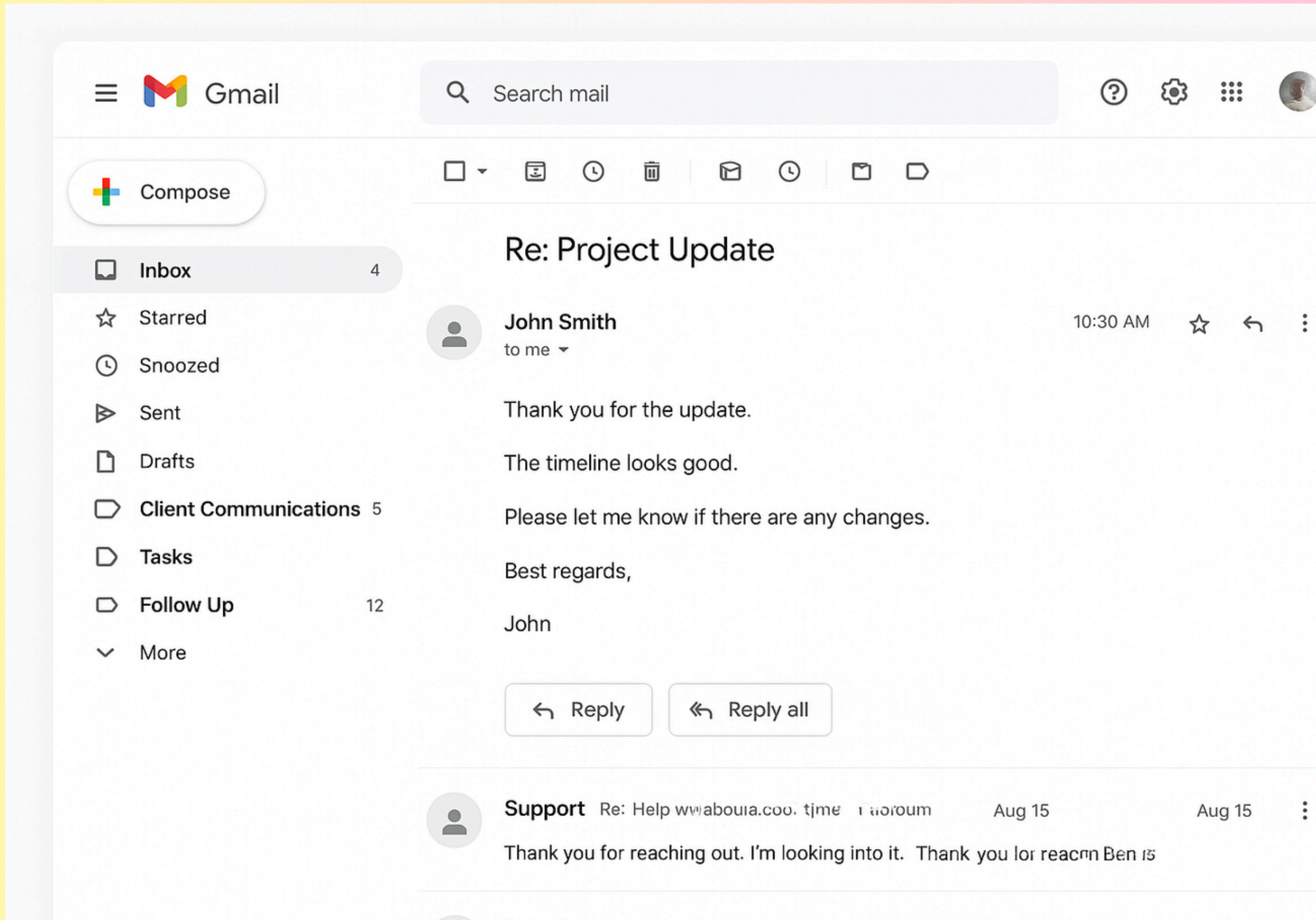


# CALENDAR MANAGEMENT

Demonstrated effective calendar management by organizing appointments, meetings, and deadlines to optimize productivity and ensure seamless scheduling.”



# EMAIL MANAGEMENT



Inbox Organized & Prioritized  
Kept emails sorted, flagged,  
and tracked to ensure timely  
client responses.

# TRAVEL ARRANGEMENT

I coordinated the full 3-day business itinerary and prepared the accompanying budget summary, ensuring all meetings, travel arrangements, and logistics were organized efficiently and professionally.

## 13 Daily Business Schedule — 3-Day Agenda

Day 1 — Thursday, 11 Dec 2025

- 09:00 AM – Arrival & hotel check-in
- 12:00 PM – Business lunch with partners (Din Tai Fung)
- 02:00 PM – Meeting with Shanghai Tech Supply Ltd.
- 06:00 PM – Dinner & networking (Jade Garden)

Day 2 — Friday, 12 Dec 2025

- 09:00 AM – Breakfast briefing
- 10:30 AM – Factory visit (Shanghai Industrial Zone)
- 01:00 PM – Lunch meeting with management
- 03:00 PM – Contract review session
- 07:00 PM – Dinner hosted by Chinese partners (Lost Heaven)

Day 3 — Saturday, 13 Dec 2025

- 10:00 AM – Follow-up meetings & sign-off session
- 02:00 PM – Shopping / City Tour (Nanjing Road)
- 07:30 PM – Farewell dinner with executives
- 11:45 PM – Depart Shanghai for Lagos

## 14 Estimated Budget Summary — Trip & Meetings

ITEM	ESTIMATE (USD)
Flights (Business Class)	4,200
Hotel (2nights)	640
Airport Transfers	150
Daily Transport	360
Meals & Entertainment	600
Meetings & Incidentals	250
<b>Total Estimated Cost</b>	<b>6,200</b>

## Travel Research – Lagos to Nairobi (3-Day Business Trip)

**Objective:** Provide reliable travel options for a client's short business trip.

### 1. Flights (Round Trip)

*Criteria:* Affordable, reliable, convenient schedules

- **Kenya Airways** – Direct (~5 hrs) | Reliable, smooth schedule | Slightly higher price
- **Ethiopian Airlines** – 1 stop (~7–8 hrs via Addis Ababa) | Cheaper | Longer travel time

### 2. Hotels (3 Nights)

*Criteria:* Safe, high ratings, business-friendly

- **Sarova Stanley (5★)** – Central location, premium amenities | Safe, historic | Higher price
- **Ibis Styles Westlands (3★)** – Modern, budget-friendly | Affordable, safe | Smaller rooms

### 3. Local Transport

- Uber, Bolt, or hotel taxi – convenient and safe
- Optional: Private car hire for full-day meetings

# RESEARCH

Researched and recommended reliable flights, safe hotels, and convenient local transport for a 3-day business trip from Lagos to Nairobi, providing clear options to support quick client decisions.

# PRESENTATION & REPORT

## Quarterly Business Overview

### Key Metrics

- Revenue
- Profit
- Customer Growth



Designed a professional presentation highlighting key insights and actionable recommendations with clear visuals and concise content.”

Prepared a concise, well-structured report summarizing key travel details and recommendations, presented in a clear and professional layout for easy decision-making.

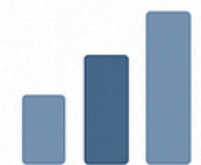
## Travel Research – Nairobi Trip

### Flights

- Kenya Airways  
Direct flight, faster, reliable
- Ethiopian Airlines  
1 stop (Addis Ababa, cost-effective)

### Hotels

- Sarova Stanley (premium, business-friendly)
- Ibis Styles Westlands (modern)
- Uber, Bolt, or hotel-arranged taxi



# DATA ENTRY

	A	B	C	D
1	FIRST NAME	LAST NAME	EMAIL	CONTACT
2	Ivan	Kamau	ivankamau@gmail.com	2349875676555
3	Sarah	Murphy	sarahmurphy@gmail.com	2349157993043
4	Mark	Davies	markdavies@gmail.com	2349090655522
5	Emily	Thompson	emilythompson@gmail.com	2349137007879
6	Michael	Lee	michaelee@gmail.com	2348156098722
7	Jessica	Wilson	Jessicawilson@gmail.com	2347089765009
8	David	Taylor	Taylordavid@gmail.com	2348133456540
9	Amanda	Anderson	amandaanderson@gmail.com	2348034445600
10	Robert	Moore	robertmoore@gmail.com	2347019645689
11	John	Martinez	johnmartinez@gmail.com	2347023446542

Efficiently managed and inputted large volumes of data with accuracy and attention to detail. Organized information into structured formats, ensured data integrity, and supported smooth workflow operations.

# BOSSA ACADEMY



## CERTIFICATE OF MERIT

PROUDLY PRESENTED TO  
AKIODE RACHAEL ABIOLA

FOR COMPLETING A MENTORSHIP COURSE ON REMOTE  
WORK ETIQUETTE, TOOLS AND DIGITAL LITERACY.

23 - 12 - 2025



**Chioma Amadi**  
Founder, Her Growth Hub

# CERTIFICATE

OF COMPLETION



THIS CERTIFICATE IS PROUDLY PRESENTED TO

AKIODE RACHAEL ABIOLA

This individual has diligently Completed the Virtual Assistant  
Certificate Program under BOSSA Academy, Endorsed by  
Betteroffservice Nigeria on the 22nd of November, 2025

Instructor  
BOSSA ACADEMY

Managing Director  
Betteroffservice Nigeria

CERT.NO BVACPk8f8PGyh2025

# HER GROWTH HUB ACADEMY

# WHY CHOOSE ME

- Reliable & Timely: I deliver tasks on schedule with consistent quality.
- Clear Communication: You'll always get updates, clarity, and professionalism.
- Organized & Detail-Oriented: I keep your tasks, files, and schedule well-structured and error-free.
- Tech-Savvy: Skilled with tools like Google Workspace, Trello, Asana, Canva, CRMs, and more.
- Quick Learner: I easily adapt to your systems and workflows.
- Problem Solver: I anticipate needs and provide practical solutions.
- Professional & Confidential: Your information is safe and handled with respect.
- Client-Focused: I tailor my support to match your goals and working style.



AKIODE RACHAEL

## WORK WITH ME

[Email](#)

[LINKEDLN](#)

**(+234) 9137021312**