

NTOKOZO KATE MOYO

TECH-SAVVY VIRTUAL ASSISTANT

CONTACT

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SKILLS

- Problem-solving
- Project-management
- Scheduling and creating forms
- Travel planning and bookings
- Email management
- Website creation, maintenance
- Wordpress/ Canva/ Figma
- SEO and internet research
- Content creation and writing
- Customer Support

LANGUAGES

- English (Fluent)
- Shona (Fluent)
- Ndebele (Native)

REFERENCE

Estelle Darcy
Wardiere Inc. / CTO
Phone: +124-4236-7894
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PROFILE

Dynamic and versatile professional with good communication and technological skills. Proven ability to learn quickly and adapt to various virtual workspaces in my 4 years of online ESL tutoring. Skilled in technical troubleshooting, data management and creating an efficient workflow. Dedicated to providing high-quality support to ensure smooth and efficient operations.

WORK EXPERIENCE

Virtual assistant to a software engineer MARCH 202

Content sourcing and content creation

- Collaborated with Senior web developers on a project. Designed the application logo, integrated it into the project and styling.
- Conducted research and wrote content for the application.
- Designed posts using Canva for the projects.
- Scheduled meetings and did minute-taking.
- Created landing pages for advertising.

Administrative tasks for Dr Nzirawa OCT 2024 -DEC2024

Virtual Administrative tasks/projects

- Managed creating booking slots using calendly for client consultancy
- Managed calendar schedule and set reminders for important events.
- Created landing pages with forms for collecting data about
- Created LinkedIn-worthy content for clients as per request.

English tutor at Engoo 2019-2023 ON AND OFF

Tutoring English as a second language

- Conducted over 1000 one-on-one English lessons, developing strong communication and instructional skills.
- Created tailored lesson plans to fit every student's need and provided feedback to improve student proficiency.
- Enhanced interpersonal skills and fostered a positive learning environment.

EDUCATION

VIRTUAL ASSISTANT TRAINING- ALX AFRICA 2029 - 2031

Skillset- Google Workspace, SEO, Email management, Scheduling, Data entry, book keeping, Research, Social media management, content writing, customer support, travel planning, website maintenance, transcription, creating forms, Canva, time management, empathy, grit, problem-solving, troubleshooting