



ATTIYYA MUHAMMAD

VIRTUAL ASSOCIATE



I am a Virtual Associate with 6 years of experience, specializing in multiple areas. My core areas are Customer Service, Sales and Client Relationship Management.

SPECIALIZATIONS

- Customer Service Specialist
- Sales
- Administrative
- Proficient in Microsoft Office, Trello, GoDaddy & Sendx

WORK EXPERIENCE

Virtual Associate - Qui Support Solutions

2019 - PRESENT

- Proficient at handling large quantities of emails and correspondence (>250 emails per week)
- Effective management of client correspondence via phone call and email
- Handles project spreadsheet updates
- Knowledge of Quickbooks (invoices, electronic payments, etc.)
- Calendar management (add events and tasks)

EDUCATION BACKGROUND

HOWARD UNIVERSITY

August 2018 - Present

MAJOR:
SUPPLY CHAIN MANAGEMENT