

Kuyet Andrew

Virtual Assistant | Administrative Support | Customer Support | Social Media Manager

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Professional Summary

Results-oriented Virtual Assistant and Social Media Manager with hands-on experience in administrative operations, customer communication, internet research, document management, social media management and digital organisation. Skilled in Google Workspace, Microsoft Office, Canva, CapCut and collaboration tools, and able to manage multiple priorities with accuracy and professionalism. Completed Virtual Assistant training through FavofAfrica and two SIWES placements at NAFDAC. Dependable, detail-oriented, adaptable and proactive, committed to helping teams stay organised and productive in remote settings.

Core Competencies

Virtual Assistance | Administrative Support | Customer Support | Email Management | Calendar Management | Internet Research | Data Entry | Document Management | Google Workspace | Microsoft Office | Canva | CapCut | Social Media Management | Content Scheduling | Customer Communication | File Organisation | Meeting Coordination | Report Preparation | Time Management | Problem Solving | Team Collaboration | Attention to Detail | Remote Work | Travel Planning | CRM (Basic) | AI Tools (ChatGPT, Gemini, Claude)

Professional Experience

Social Media Manager, KLAVE

KLAVE, an AI-powered beat marketplace | 2026 to present

- Run KLAVE's social media presence on Instagram, TikTok and X.
- Plan and schedule content for the platform's channels.
- Create graphics and short videos for posts using Canva and CapCut.

SIWES Intern, National Agency for Food and Drug Administration and Control (NAFDAC)

August to September 2024 and July to September 2025

- Supported administrative, documentation and record-management processes in a regulated laboratory environment while maintaining accuracy and confidentiality.
- Assisted with data entry, filing and document organisation to improve accessibility and meet standard operating procedures.
- Collaborated with supervisors and multidisciplinary teams to complete tasks efficiently and within deadlines.
- Prepared reports, organised work materials and kept accurate records to support daily departmental operations.

Financial Secretary (Treasurer), Arewa Community, Veritas University, Abuja

2025 to 2026 academic session

- Managed financial records and documented income and expenditure accurately.
- Recorded member payments and supported transparent financial reporting.
- Assisted in budget planning and monitored funds for responsible financial management.
- Worked with community executives to coordinate financial activities and events.

Campus Ambassador, Cowrywise

2025 to present

- Promoted financial literacy through campus engagement and digital communication.
- Represented the Cowrywise brand in student outreach, building awareness and participation.
- Created and shared digital content to increase engagement across student communities.
- Collaborated with fellow ambassadors on campaigns, events and community building.

Project and Practical Experience

Virtual Assistant and Administrative Support Projects

- Managed email correspondence, organised inboxes and maintained professional communication.
- Scheduled calendars and appointments and coordinated daily administrative tasks.
- Kept structured digital filing systems in Google Drive and Google Workspace.
- Conducted online research and prepared documents, spreadsheets and presentations in Microsoft Office and Google Workspace.
- Tracked tasks and prioritised assignments to improve workflow efficiency.

Canva Graphic Design and Video Editing

- Designed branded social media graphics and marketing visuals in Canva, keeping a consistent visual identity.
- Edited short-form videos in CapCut with captions, transitions and music, exported for different platforms.

Travel Planning and Research

- Planned itineraries covering transport, accommodation and activities, based on client requirements.

Education

B.Sc. Biochemistry, Veritas University, Abuja, 2022 to 2026

Certifications and Leadership

- Virtual Assistant Training, FavofAfrica
- Certificate of Service, Financial Secretary (Treasurer), Arewa Community, Veritas University, Abuja (2025 to 2026 academic session)

Tools and Technologies

Google Docs | Google Sheets | Google Drive | Google Calendar | Gmail | Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Canva | CapCut | Zoom | Google Meet | Slack | ChatGPT | Claude | Gemini