

ADETOYE ADEJUWON IBRAHIM

Virtual Assistant | Talent Acquisition & Recruitment Support | Executive & Administrative Support | CRM & Systems Management

brazyhik1122@gmail.com | Telegram: @brazy_850 | Remote-ready (Global / US hours)

PROFILE

Detail-oriented Virtual Assistant with hands-on experience owning administrative operations, scheduling, client communications, and database/records management for a multi-arm Nigerian company spanning real estate/construction and service delivery. Experienced in identifying operational needs, sourcing and vetting vendors and service partners, and building pipelines of reliable contacts from initial outreach through to onboarding, the same core process used in candidate sourcing and pipeline building for recruitment. Comfortable working independently, building SOPs from scratch, and keeping operations organized for a busy principal. Brings added technical fluency from independently building and maintaining business websites and a customer-facing software product, with strong spreadsheet skills, data structuring ability, and a track record of turning messy processes into clean, repeatable systems.

CORE SKILLS

- Talent needs understanding & requirement gathering: translating a principal's or client's needs into clear criteria before sourcing solutions or people
- Candidate/vendor sourcing & pipeline building: identifying, vetting, and tracking prospects (vendors, service partners) from first contact through onboarding
- Recruitment-style ownership of a process end-to-end: proven through owning administrative operations from initiation to completion without close supervision
- Calendar, inbox, and communications management for a business principal
- Database Management / records management and data hygiene (client & vendor records, spreadsheet-based tracking)
- Data Validation: import/export and cleanup of data between spreadsheets and business systems; deduplication and normalization
- Administrative operations: scheduling, vendor coordination, task tracking, recurring workflows
- SOP and process documentation for scheduling, communications, and data management
- Client-facing communication: phone, email, and in-person coordination
- Excel / Google Sheets (data entry, cleaning, basic formulas) and Google Workspace
- CRM Software and light technical systems management (HTML/CSS/JS), useful for CRM/tooling adaptability
- Proactive, commercially minded, and reliable under shifting priorities

EXPERIENCE

Executive & Administrative Assistant (Owner-Operator) 2024 – Aug 2026

AL-AMEEN SKYLINE LTD | Remote-capable

- Own end-to-end administrative operations for a two-arm company covering cooking gas (LPG) delivery and construction/real estate/general services.
- Manage scheduling, client communications, and follow-through across both business arms, coordinating with customers, vendors, and service partners.
- Source, assess, and build a pipeline of vendors and service partners: understanding requirements, evaluating fit, and managing relationships from initial outreach to ongoing delivery, the same workflow used in candidate sourcing and pipeline management.
- Maintain and organize client, vendor, and lead records; track people and information entering and leaving business systems to keep data clean and current.

- Build and maintain the company's digital presence, including two business websites, ensuring information reaching customers stays accurate and up to date.
- Design and document internal processes (SOPs) for recurring administrative tasks, communications, and recordkeeping to reduce dropped tasks and improve reliability.
- Handle inbound/outbound client communication professionally, including quote requests, delivery coordination, and general inquiries.
- Identify operational gaps and proactively build tools and fixes, including a self-built AI assistant application, to streamline day-to-day administrative work.

SUPPORTING TECHNICAL PROJECTS

Independent Web Developer & Systems Builder 2024 – Aug 2026 | Remote

- Built and maintain AL-AMEEN SKYLINE LTD's construction/real estate website and cooking gas delivery website end-to-end.
- Built Brazy AI, a multi-page AI assistant web application from scratch, including chat, file analysis, billing, and a dashboard suite, demonstrating ability to structure and maintain complex, data-driven systems.
- Performed ongoing code audits, bug fixes, and documentation, the same discipline required for maintaining clean CRM data and reliable SOPs.

AVAILABILITY & WORK SETUP

- Open to part-time and full-time remote roles; comfortable with US business-hours schedules
- Reliable internet connection and dedicated home workspace
- Computer meeting standard remote-work specifications (i5-class or better)

WHY I'M A FIT

- Proven, current ownership (2024-present) of admin, scheduling, communications, and data/records work: the exact scope of a CRE/EA virtual assistant role.
- Direct experience sourcing, vetting, and pipeline-building with vendors and service partners: a proactive, commercially minded process directly transferable to sourcing and assessing candidates.
- Track record of building and maintaining the systems (websites, an AI tool) that keep a growing operation organized, directly transferable to CRM ownership and data hygiene.
- Self-driven: has run these responsibilities independently, without close supervision, since 2024.

EDUCATION

B.Sc. Computer Science (In Progress) 2025 – 2029

University of Ilorin

LANGUAGES

English: Fluent | Yoruba: Native

HOBBIES & INTERESTS

Gaming, Soccer, Music, Movies

REFERENCES

Available upon request