



VIRTUAL ASSISTANT

JOY NATHAN

PERSONAL PROFILE

A virtual assistant with experiences on Website, Social media, Client management, Content writer, and SEO specialist.

AREAS OF EXPERTISE

- Management and Development.
- Plan and Execution.
- Social media posting.
- Content writing.
- Blog writing.
- Onpage&off page SEO
- Finding out business opportunities.

TOOLS KNOWLEDGE

- Canva.
- Adobe photoshop.
- Adobe illustration
- Trello
- Asana
- Wave.
- Mailchimp.
- Tiddio.
- Grammarly.
- Plagarism checker.
- Wix and Wordpress plugins

WORK EXPERIENCE

- Website and blog manager at reasonpad | 2019 - Present
- Customer care executive at robi call center.
- Administrative tasks manager at iexpress logistic. Singapore.
- Social media marketing advisor at shipkar.com India.
- SEO Strategist at drzol.co. UK

EDUCATION HISTORY

CHITTAGONG COLLEGE.

Bachelor of English Literature and Language.
Session: 2011-2015.

MEMBERSHIP:

- President and Founder, Computer Club
- Student Council President
- Debate Team Vice President
- Member of the Math Team
- Member of the Chess Team