



NUR BLAIZA ADUN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Expense Management

TOOLS

Asana
Trello
Slack
Adobe Acrobat
Microsoft Office
Canva
Google Workspace
Expensify
CRMs

PERSONAL PROFILE

A dedicated and results-driven **Executive Virtual Assistant** experienced in providing top-tier administrative support to busy professionals, entrepreneurs, and executives. With a passion for organization, efficiency, and problem-solving, I specialize in managing high-level tasks, streamlining workflows, and ensuring that your day-to-day operations run smoothly.

WORK EXPERIENCE

CONTENT MODERATOR

TASKUS | FEB 2024 - NOV 2024

- Responsible for reviewing and moderating content to ensure it meets the company high standards. Working closely with the team to identify and resolve any issues that may arise.
- Maintained positive work ethic and commitment to providing excellent service.

PROVIDER SERVICE ADVOCATE

OPTUM GLOBAL SOLUTIONS | MAR 2021 - AUG 2022

- Focus on resolving issues on the first call in a positive manner, navigating through complex computer systems to identify the status of the issue and provide appropriate response to caller and documenting necessary information.

SECRETARY / DOCUMENT CONTROLLER

BHATIA GENERAL CONTRACTING (UAE) | MAY 2017 - DEC 2020

- Provides full administrative functions
- Maintain up to date records of all information and ensure that it is available to the team.
- Prepares/sending letters to Client, Consultants, Sub-contractors and Suppliers.
- Responsible for handling the petty cash funds.
- Making sure that the office furniture/materials are well maintained by attending to complaints.

TECHNICAL SUPPORT REPRESENTATIVE

SYKES ASIA INC (FOUNDEVER) | JAN 2016 - MAR 2017

- Helps the customer/client in processing their accounts to provide a new service.
- Coordinates with the customer regarding their account through email/calls.

EDUCATION HISTORY

National University

- Bachelor of Science in Computer Engineering - 2017
- Treasurer, Engineering Council

ProVA

- Online Course in Email, Calendar, Travel, Event, Expense, File, Meeting, Project and Confidentiality Tools - 2024