

SIYAM MOHAMMED

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PROFESSIONAL SUMMARY

Virtual Assistant with 2+ years of experience supporting remote teams. Expert in email and calendar management, customer support, CRM tools, data entry, lead generation, and social media support. Highly organized, reliable, and focused on efficiency and accuracy.

PROFESSIONAL EXPERIENCE

Virtual Assistant | Remote (2023–Present)

- Managed email inboxes and customer inquiries with timely responses
 - Coordinated calendars, meetings, and appointments
 - Performed CRM updates, lead generation, and data entry
 - Supported social media content scheduling and engagement
 - Maintained digital records and basic bookkeeping data
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EDUCATION

BA in Software Engineering – Arba Minch University, Ethiopia (2022–2027 Expected)

CERTIFICATION

Certified Virtual Assistant – ALX Africa (2025)

Link : <https://savanna.alxafrica.com/certificates/MmPR2SBYrL>

SKILLS

Virtual Assistance • Customer Support • Email & Calendar Management • CRM Tools • Data Entry • Lead Generation • Social Media Support • Administrative Support

TOOLS

Microsoft Office • Google Workspace • Canva • Notion • Slack • Calendly • Zendesk/Groove • ClickUp • Asana • Trello • Zoom • Google Meet

LANGUAGES

English (Professional) • Amharic (Native)