

# Samuel Duruji

Virtual Assistant | Customer Support | Operations Support  
Lagos, Nigeria | samuelduruji01@gmail.com

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## Professional Summary

Experienced operations and customer support professional with international work experience across Nigeria and Cyprus. Skilled in customer service, administrative support, workflow coordination, scheduling, payment handling, and problem-solving in fast-paced environments. Adept at working independently, communicating with diverse clients, and supporting business operations remotely and on-site.

## Core Skills

- Customer Support & Client Communication
- Virtual Assistance & Administrative Support
- Email & Calendar Management
- Data Entry & Documentation
- Google Workspace & Microsoft Office
- Operations Coordination
- Team Collaboration
- Problem Solving & Multitasking
- Payment Processing & Cash Handling
- Remote Communication Tools

## Professional Experience

### **Operations / Support Associate** — Current Nigeria-Based Role (2025 – Present)

- Support daily operational and administrative activities.
- Coordinate workflow processes and maintain organized documentation.
- Assist with communication, scheduling, and customer support tasks.

### **Waiter / Team Support** — Gulya's Snack Bar, Limassol, Cyprus (June 2023 – December 2024)

- Handled customer service operations in a busy hospitality environment.
- Managed payments, customer requests, and operational support responsibilities.
- Maintained high service standards and collaborated with team members during peak periods.

### **Factory Assistant** — Manufacturing Role, Cyprus (September 2022 – June 2023)

- Worked in production and operational support functions.
- Maintained workflow efficiency and followed safety procedures.

### **Waiter** — Nissos Beach House, Limassol, Cyprus (July 2022 – September 2022)

- Provided customer support and hospitality services.
- Maintained customer satisfaction and assisted with daily operations.

## **Education**

- B.A. History and International Relations — Abia State University (ABSU)
- Graduated: September 2021