

Murrytadhor

General Virtual Assistant | Graphics Designer | Digital Marketer



I'm a dedicated freelancer with strong skills in **General Virtual Assistance, Graphics Design and Digital Marketing**.

Experience in handling **admin tasks, creative design projects, and online marketing campaigns** to help businesses grow. Organized, creative and reliable with a focus on delivering quality work and meeting deadlines.

Work Experience

General Virtual Assistant (freelance)

Jan 2023- Present

- Perform daily administrative tasks including **email management, data entry, calendar coordination and document preparation**
- Assisted clients with **financial record organization** and basic bookkeeping using **Excel** and **Google sheets**.
- Supported clients during audits by organizing critical documents and ensuring **data accuracy**

Graphics Designer (freelance)

Mar 2022- present

- Created **Visual Content** for social media, marketing materials and branding projects to client needs.
- Designed **logos, banners, flyers, and product mockups**, ensuring alignment with brand identity and audience preferences.
- Used tools like **Canva, Adobe photoshop and Adobe Illustrator** to deliver **High-quality designs** within tight deadlines.
- Collaborated with clients to **revise and improve design** based on feedback, ensuring satisfaction with final outputs.

Digital Marketing Specialist (Freelance)

Feb 2021 - Present

- Developed and managed **social media campaigns** to boost brand visibility and engagement across platforms.
- Conducted **marketing research** to identify target audience and create **content strategies** that drive results
- Assisted Clients in **optimizing website content** for better search engine rankings (**SEO**)
- Monitored and analyzed **campaign performance** using tools like **Google Analytics and Facebook Insights**, providing actionable recommendation

Educational Background

Bachelor of Science computer Science

Higher Diploma

Oct 2019 - Aug 2024

- Relevant coursework in Computer Science

Availability

- Available for both long term and short term projects
- Flexible hours to accommodate client needs across different zones

Contact

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Skills

Technical Skills

- Microsoft Office Suite & Google workspace
- Adobe Photoshop, Canva, Adobe Illustrator
- Trello, Asana clickUp
- Facebook Business Suite
Google Analytic Mailchimp
- Google Drive, Dropbox
OneDrive
- Facebook, Instagram Twitter
Linkedin

Languages

- English (Fluent)
- Yoruba (Fluent)

Certification/Short Courses

- Social Media Marketing
Course--HubSpot Academy
2023
- Virtual Assistant Training
Certification ALX 2021

Key Achievements

- Successfully managed daily administrative task for 5+ client across various industries.
- Design 50+ of various website, increasing engagement rate by 50%
- Contributed to marketing strategies that led to a 70% boost in client website traffic