ENOBAKHARE NOAH*
Remote Project Assistant | Administrative Support
Edo State, Nigeria | Remote Worldwide
+234 704 938 5138 | harrisonnoah976@gmail.com
Available for Full-Time / Part-Time Remote Work

PROFESSIONAL SUMMARY
Highly organized and dependable Remote Project Assistant with strong administrative, coordination, and communication skills. Skilled in managing tasks, schedules, documents, and team follow-ups to keep projects on track and on time. Committed to accuracy, confidentiality, and proactive support in fast-paced remote environments.

CORE SKILLS
- Project Coordination & Task Tracking
- Calendar & Schedule Management
- Meeting Notes & Action Items
- Email & Inbox Management
- Data Entry & File Organization
- Research & Reporting
- Client & Team Communication
- Follow-up & Deadline Tracking
- Google Workspace & Microsoft Office
- Notion, Trello, Asana & ClickUp
- Slack, Zoom & Google Meet
- Time Management & Prioritization

REMOTE WORK & PROJECT SUPPORT EXPERIENCE

Project Support Assistant | Independent / Personal Projects | 2024 - Present
- Coordinated projects remotely: created task lists, tracked deadlines, and sent reminders to ensure timely completion.

Administrative & Research Support | Remote
- Organized digital files, prepared summaries and reports, managed emails and schedules, and conducted online research.

Customer & Team Support | Remote
- Responded to messages professionally, documented issues, and maintained clear communication across WhatsApp, Email, and Zoom.

WHAT I DELIVER FOR YOUR TEAM
- Keep Projects Organized: Create and update task boards, track progress, and flag risks before they become delays.
- Save You Time: Handle scheduling, reminders, documentation, and follow-ups so you can focus on decisions.
- Clear Communication: Provide daily/weekly updates, meeting notes, and concise status reports.

- Accuracy & Confidentiality: Maintain organized files, accurate data, and professional handling of sensitive information.

TOOLS & PLATFORMS
Google Workspace (Docs, Sheets, Drive, Calendar) | Microsoft Office | Notion | Trello | Asana | ClickUp | Slack | Zoom | Google Meet | Calendly | Canva | WhatsApp Business

EDUCATION
Secondary Education | Edo State, Nigeria
Completed secondary education with focus on English, Mathematics, and Computer Studies.
Continuous self-development in project coordination, remote work, and digital tools.
Professional Development: Self-study in Project Coordination, Remote Work Best Practices, Time Management, and Administrative Support.

WHY HIRE ME?
I am proactive, fast to learn, and detail-obsessed. I don't wait to be told - I track, remind, document, and follow through. If you need someone reliable to keep your projects moving, I am ready to start immediately.