

Adebola Salami

VIRTUAL ASSISTANT

[EMAIL ME](#)



Hi, I am Adebola Salami, the founder of ADEVALVA, a virtual assistant brand offering smart, tech-powered support to busy professionals and small business owners.

With over 3 years of experience, I specialize in simplifying operations, organizing tasks, and improving productivity through reliable digital support. From managing inboxes and calendars to scheduling content and handling customer service, I bring efficiency, creativity, and professionalism to every task.

My goal is simple: to help you work smarter, not harder.

Let's make your business run smoother, one smart solution at a time.

Background

Triumphant Global Leadership Academy

Social Media Manager, 2020–2021

INTERNATIONAL MODEL UNITED NATIONS (IMUN)

IMUN Intern, 2022

Fedora Herald International Program

Analyst Intern, 2023–Present

Glow with Wisdom

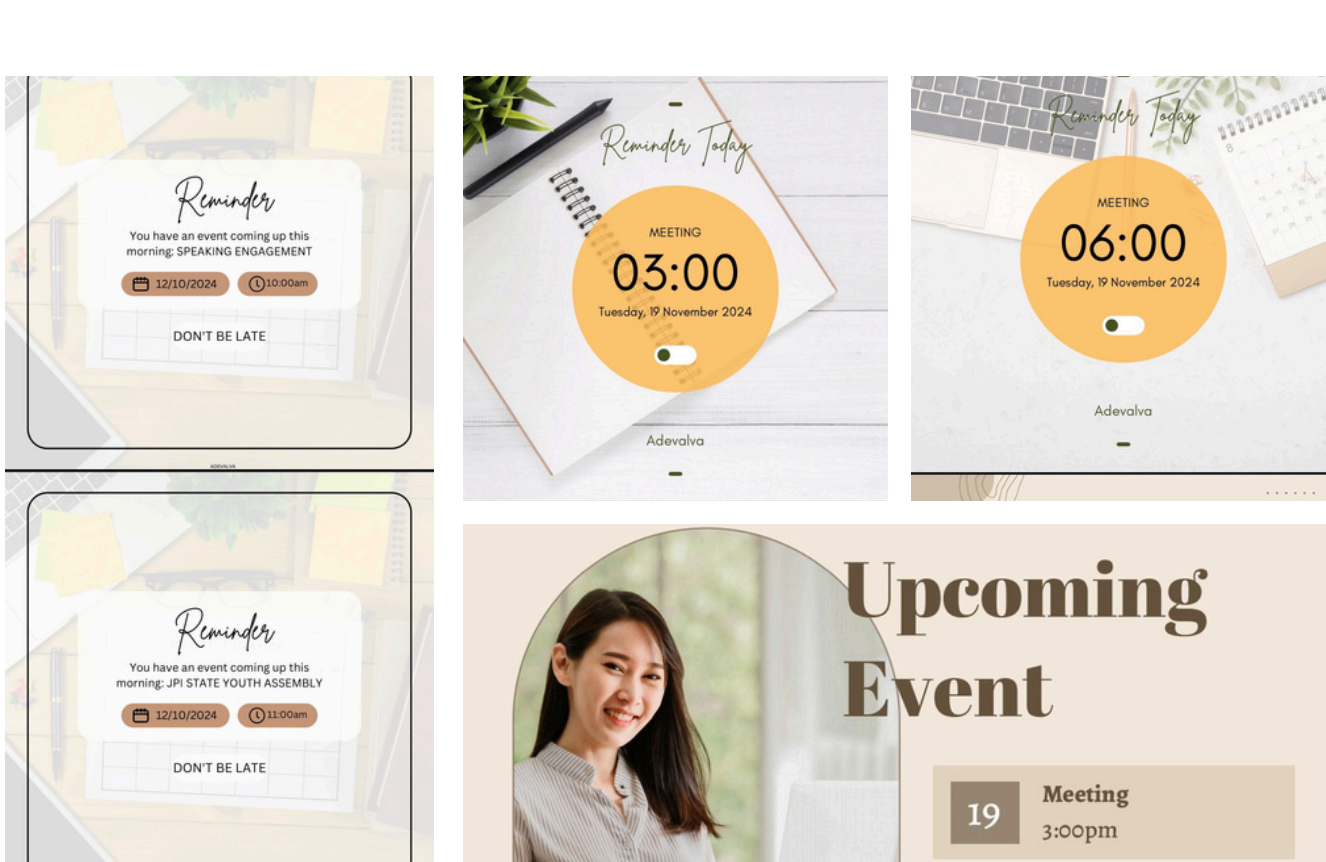
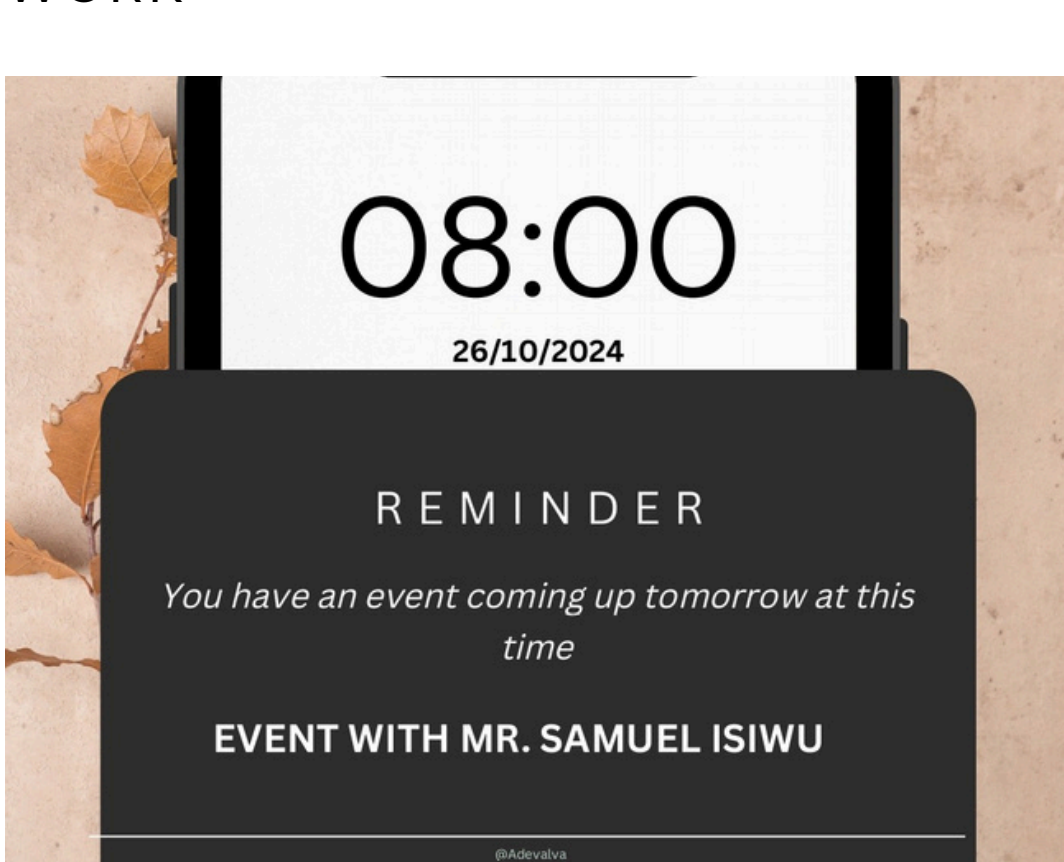
Administrative Assistant, 2023–Present

Expertise

- Email Management
- Calendar Scheduling
- Data Entry
- Document Formatting
- Customer Support (Email & Chat)
- Task & Project Coordination
- Canva Design
- Online Research
- Report Writing
- Client Communication
- File Organization
- Meeting Coordination
- Social Media Scheduling
- Digital Filing Systems



WORK



Daily Task Reminder / Virtual Assistant in Action

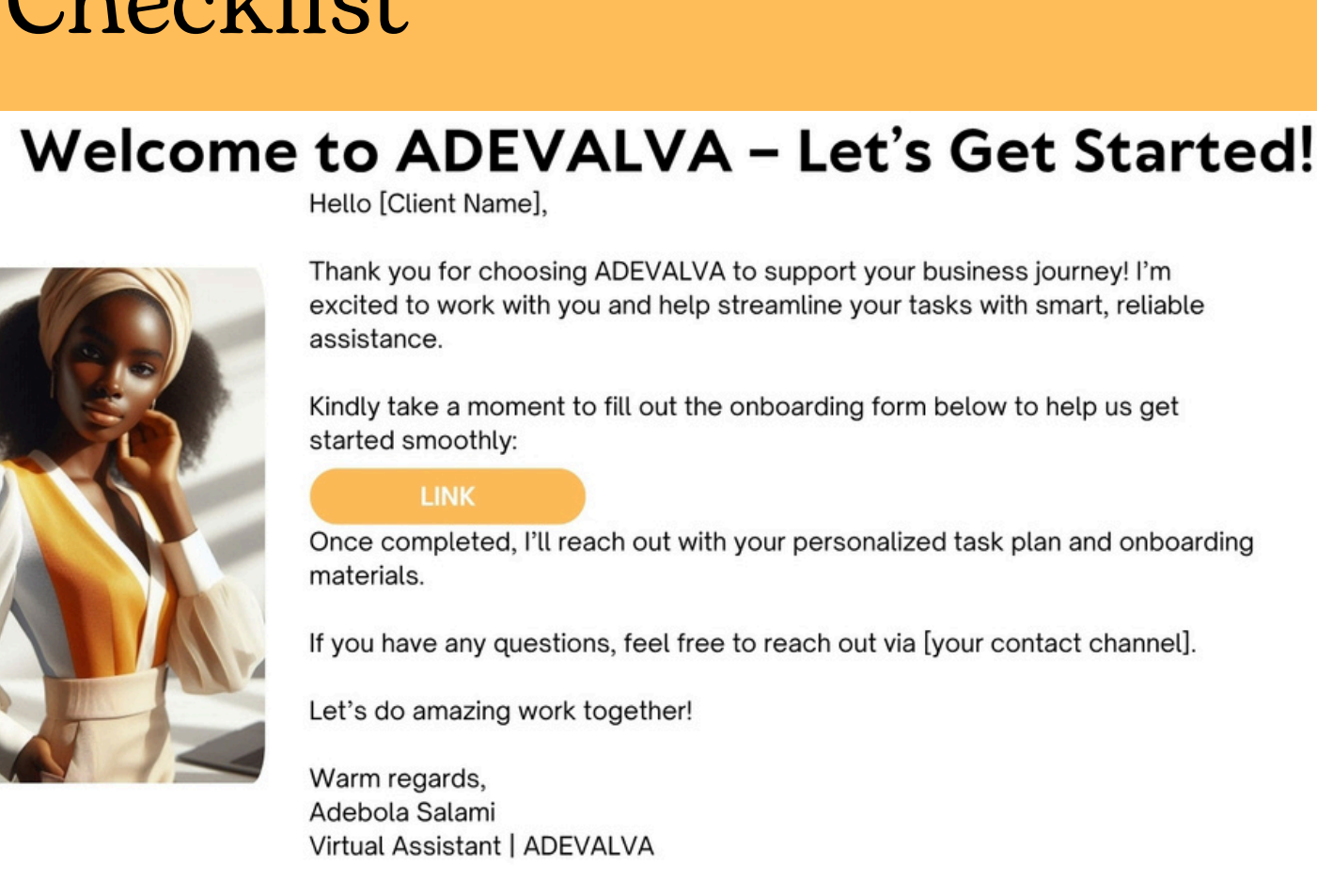
Staying ahead of schedule is key. From reminders to task management, I keep client schedules on track and stress-free.

ADEVALVA Virtual Assistant – Brand Snapshot

Designed and managed ADEVALVA's digital presence. Created content, responded to inquiries, and built efficient workflows.



Client Onboarding Document or Checklist



Basic Information

Please provide the following details to help us get started:

Full Name: _____

Business Name: _____

Email Address: _____

Phone Number / WhatsApp: _____

Business Website (if any): _____

Social Media Links:

Instagram: _____

Facebook: _____

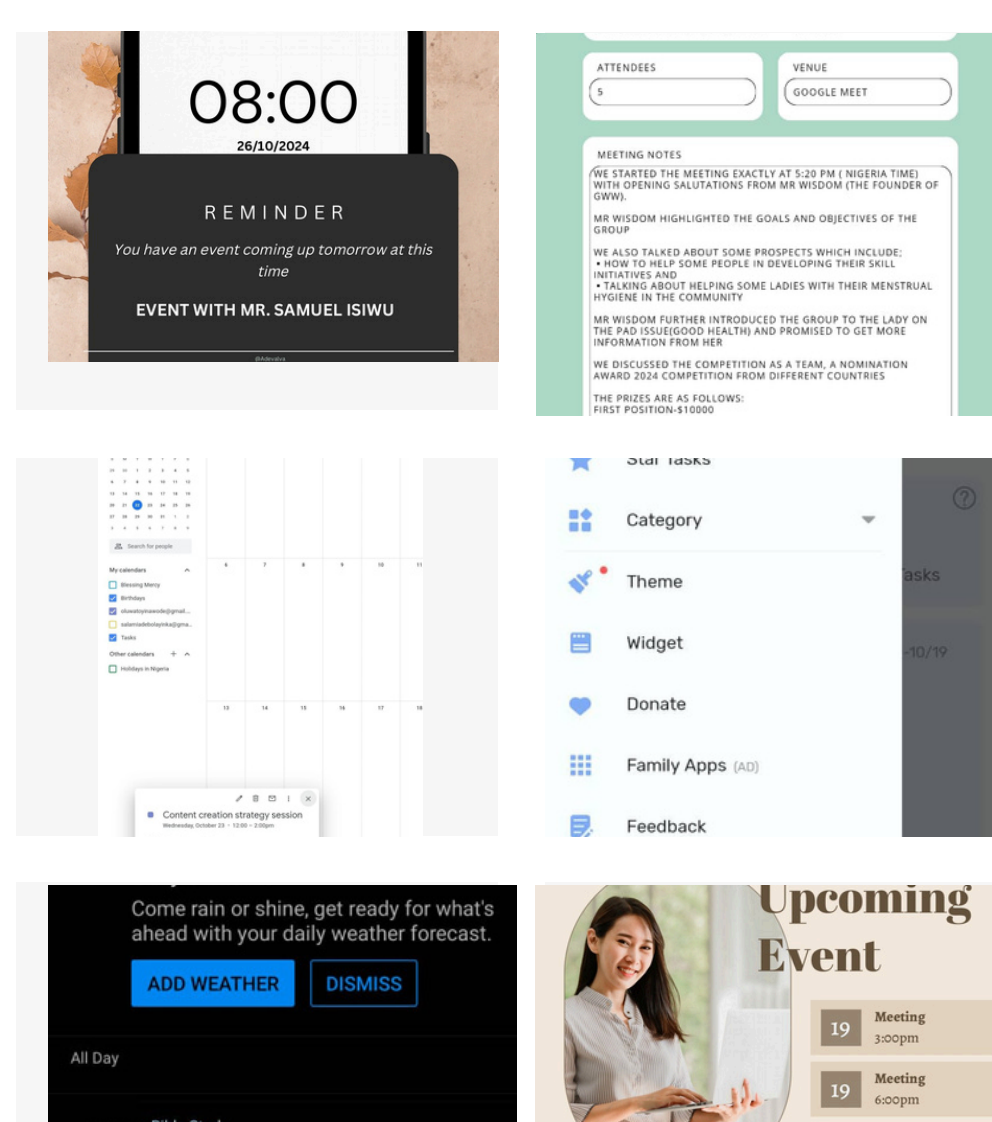
LinkedIn: _____

TikTok: _____

Structured client onboarding process using checklists, forms, and communication templates to improve turnaround and satisfaction.

Calendar or Task View

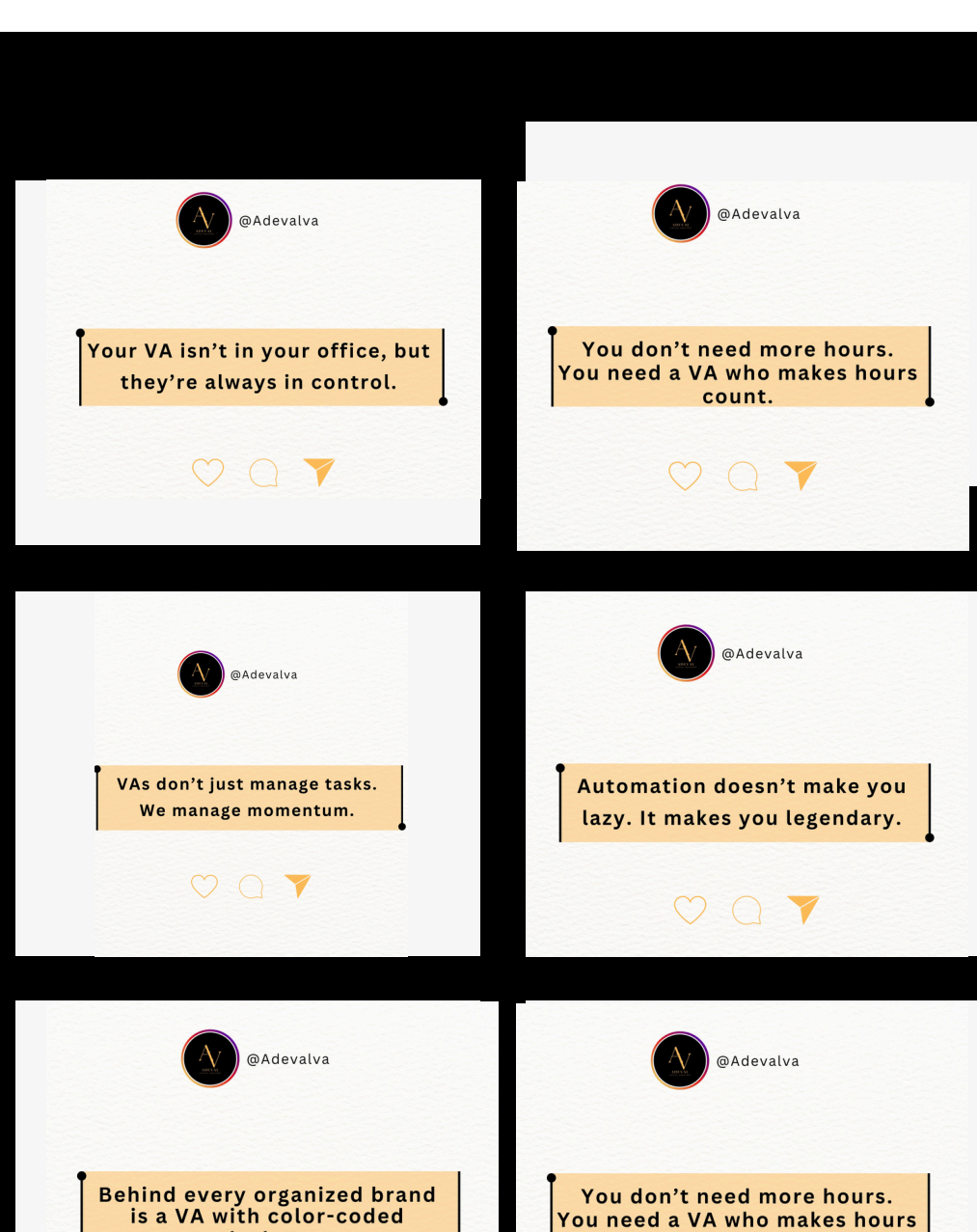
Managed appointments, meetings, and content calendars, helping businesses stay on schedule and focused on growth.



Quote Post / Educational Tip

"You don't have to do everything. Delegate it smartly — that's the VA way."

A key part of my support system is knowing when and how to offload repetitive tasks that slow business owners down.



I help businesses stay organized, visible, and productive by providing smart, reliable virtual assistant support that reflects their values and keeps their operations running smoothly.



Work with me



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