

# OLUWAGBEMISOLA OGinni

Virtual Assistant | Property & Guest Operations Specialist

gbemisola299@gmail.com • Remote (GMT +1) • [Portfolio Link](#)

## PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant with 5+ years of experience in administrative support, multi-stakeholder coordination, and operations management. Proven ability to manage complex schedules, handle high-volume communications, and coordinate across service providers to ensure seamless day-to-day operations. Proficient in Google Workspace and Microsoft Office Suite, with hands-on experience in record-keeping, inventory management, and client-facing support. Known for reliability, discretion, and a proactive approach to problem-solving, ready to bring the same efficiency to property and guest operations.

## CORE SKILLS & TOOLS

### Property & Guest Operations

- Bookings & reservations management; guest communication and query resolution
- Coordination with service providers, vendors, and property owners
- Scheduling, calendar management, and availability tracking

### Administrative Support

- Document preparation, data entry, filing and record-keeping
- Meeting coordination, agenda preparation, and minute-taking
- Report writing, correspondence management, and process documentation

### Technology & Tools

- Google Workspace (Docs, Sheets, Slides, Calendar, Gmail, Drive)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- QuickBooks, ClickUp, POS systems, EMR platforms; AI productivity tools

## PROFESSIONAL EXPERIENCE

### Administrative Assistant

Mar 2026 – May 2026

Lagos State Ministry of Health (National Service) — Remote & On-site

- Coordinated services across multiple facilities, maintaining accurate records, documentation, and reporting workflows
- Managed correspondence and communication between state agencies, health facilities, and regulatory bodies
- Supported senior management with scheduling, data collation, and administrative task management

### Logistics & Operations Officer

Jun 2025 – Feb 2026

Lagos State Ministry of Health (National Service) — Hybrid

- Coordinated last-mile distribution of supplies across multiple locations, tracking deliveries via digital dashboards
- Served as communication bridge between management, service facilities, and logistics partners, drafting reports and escalation memos
- Optimised inventory and operational workflows using data-driven insights; improved distribution efficiency and reduced delays
- Maintained detailed records and provided comprehensive administrative support to unit management

### Locum Pharmacist & Operations Support

Mar 2023 – Feb 2026

Andrea Pharmacy & Ori Pharmacy, Lagos

- Managed client-facing service for walk-in customers while handling inventory management via POS and dispensary software

- Maintained accurate patient records, documentation, and daily administrative duties across busy operational environments

### **Intern Pharmacist & Administrative Support**

Feb 2024 – Jan 2025

*Federal Neuro-Psychiatric Hospital, Lagos*

- Participated in hospital operations, clinical documentation, and multi-departmental patient communication
- Co-organised outreach events and awareness campaigns, coordinating across stakeholders and teams

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## **EDUCATION**

**Bachelor of Pharmacy (B.Pharm.)**

2023

*University of Lagos*

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## **CERTIFICATIONS & TRAINING**

- Pharmacist License — Council for the Regulation of Pharmacy in Nigeria (PCNPCN)
- AI and Career Essentials Certification
- Virtual Assistant Training

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## **LANGUAGES**

**English** — Native / Bilingual Proficiency    **Yoruba** — Limited Working Proficiency