

OSCAR KIKI

Virtual Assistant | Data Analyst | Local SEO Expert

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🔗 Upwork Verified Profile: <https://www.upwork.com/freelancers/~01b12fde9ba48c8bbd>

🔗 LinkedIn: <https://www.linkedin.com/in/oscar-kiki>

PROFESSIONAL SUMMARY

Highly disciplined professional with a unique background as a Primary School Teacher and a Verified Upwork Freelancer. Expert in transforming raw data into actionable insights via Excel Dashboards and improving business visibility through Local SEO. Bilingual (English/French) with a proven track record of reliability, pedagogical clarity, and technical efficiency.

CORE SKILLS

Data Management: Advanced Excel (Pivot Tables, VLOOKUP, Automation), Dashboard Creation.

Digital Marketing: Local SEO, Google Business Profile Optimization.

Creative Tools: Video Editing, Graphic Design (Canva).

Soft Skills: Exceptional Organization, Time Management, Clear Communication, Problem-Solving.

WORK EXPERIENCE

Verified Freelance Virtual Assistant | Upwork

2025 – Present

Managing data-driven projects for international clients with a 100% reliability rate (Upwork Verified).

Building automated Excel dashboards to help business owners track their KPIs.

Implementing Local SEO strategies to increase Google Maps visibility for small businesses.

Primary School Teacher | Benin Government

2025 – Present

Managing groups of 40+ students, requiring extreme organization and psychological adaptability.

Simplifying complex concepts (pedagogy) – a skill transferred to explaining data to business clients.

Maintaining strict administrative records and reporting.

EDUCATION

EDUCATION & CERTIFICATIONS

Upwork Skill Verification: English Language Proficiency & Identity Verified.

Self-Directed Professional Development: Intensive English for Business & Technical Data Analysis (2022 – Present).

High School Diploma (BAC): AKPROMISSERETE, 2021.

LANGUAGES

French: Native.

English: Bilingual Proficiency (Professional working environment).