

Virtual Assistant

Neely Dwi
Anggraini

2025



About Me

I am a highly detail-oriented and organized Virtual Assistant, capable of working efficiently under tight deadlines. With a background as an Admin Support, I have extensive experience in data entry, social media management, research, and administrative support, maintaining a strong commitment to accuracy and efficiency. Skilled in preparing marketing materials, managing campaigns, and coordinating with cross-functional teams to achieve business goals. Proficient in using various digital tools to streamline workflows, and equipped with excellent communication skills to ensure smooth collaboration with both teams and clients.

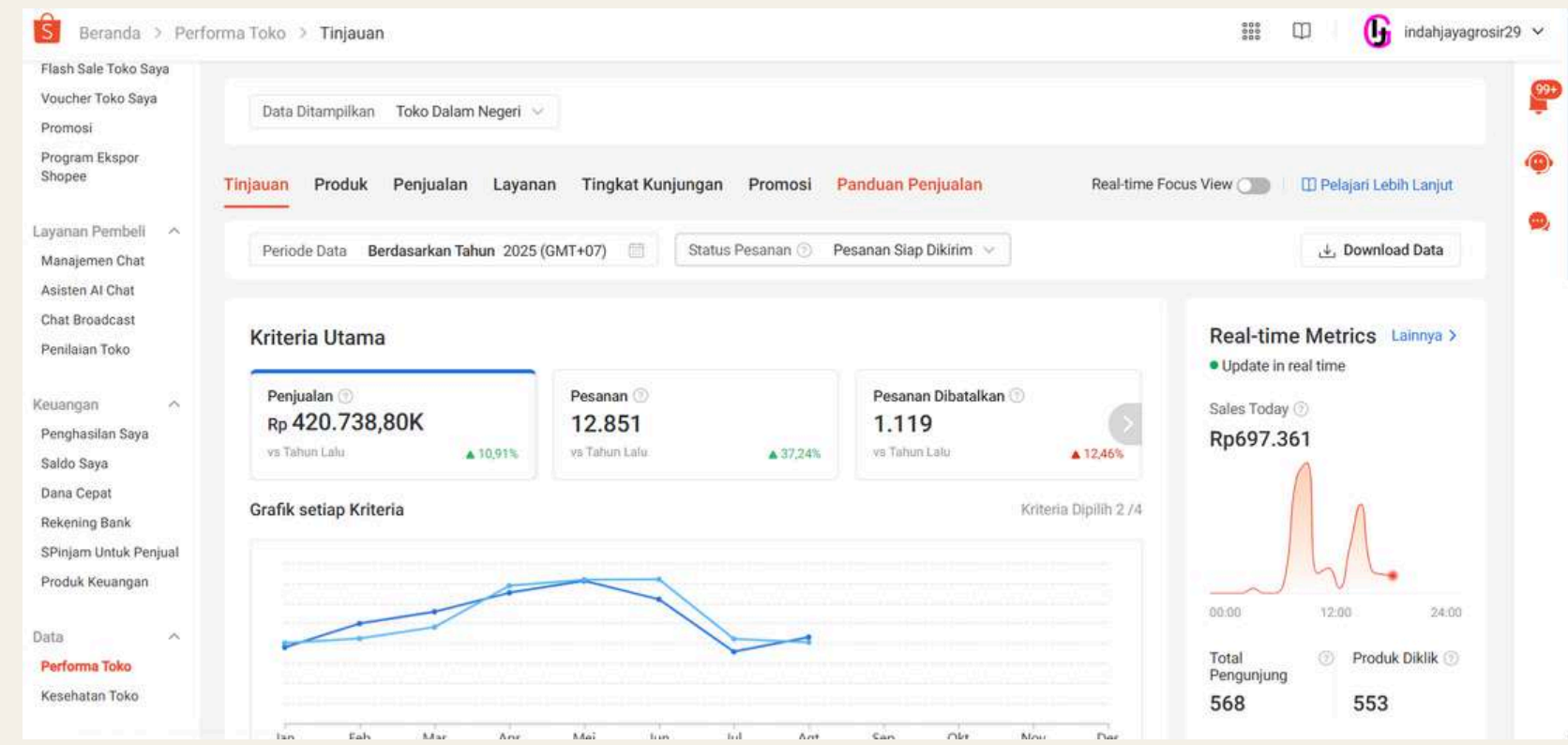
Virtual Assistant

SKILLS

No	Item ID	Item Title	Price	Profit	Cost (JPY)	Margin %	Sale Ptn
1	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
2	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
3	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
4	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
5	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
6	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
7	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
8	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
9	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
10	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
11	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
12	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
13	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
14	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
15	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
16	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
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18	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
19	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
20	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
21	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
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26	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
27	433609442107	Hioki Voltage Detector Electronic Measuring Equipment Battery Operated 3451	\$3,556	-4%	\$3,556		\$3,556
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Data Entry

Inputting and verifying data with high accuracy, ensuring all information is organized, structured, and easily accessible. Skilled in research and data collection, including web scraping for market research analysis.

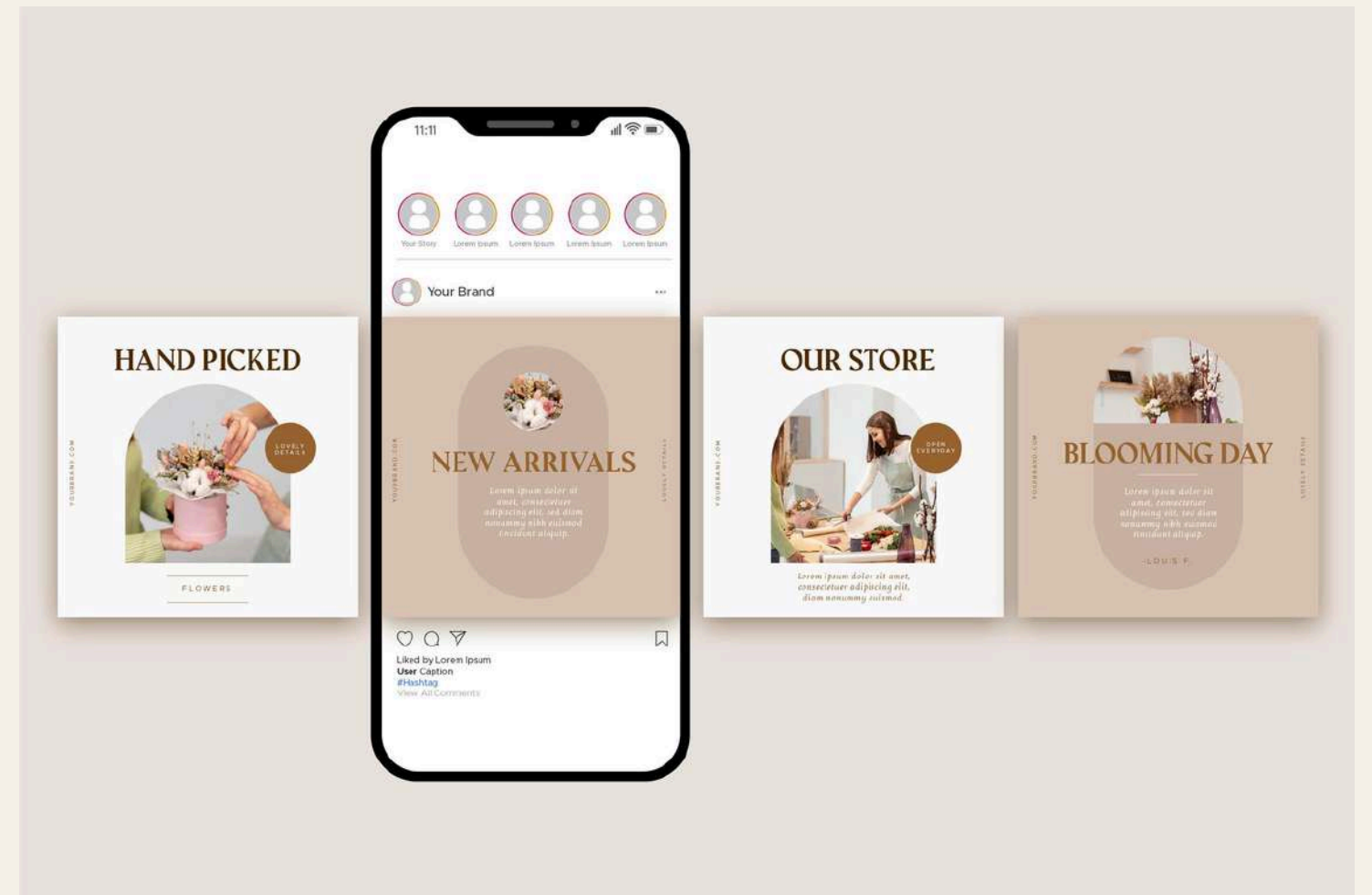
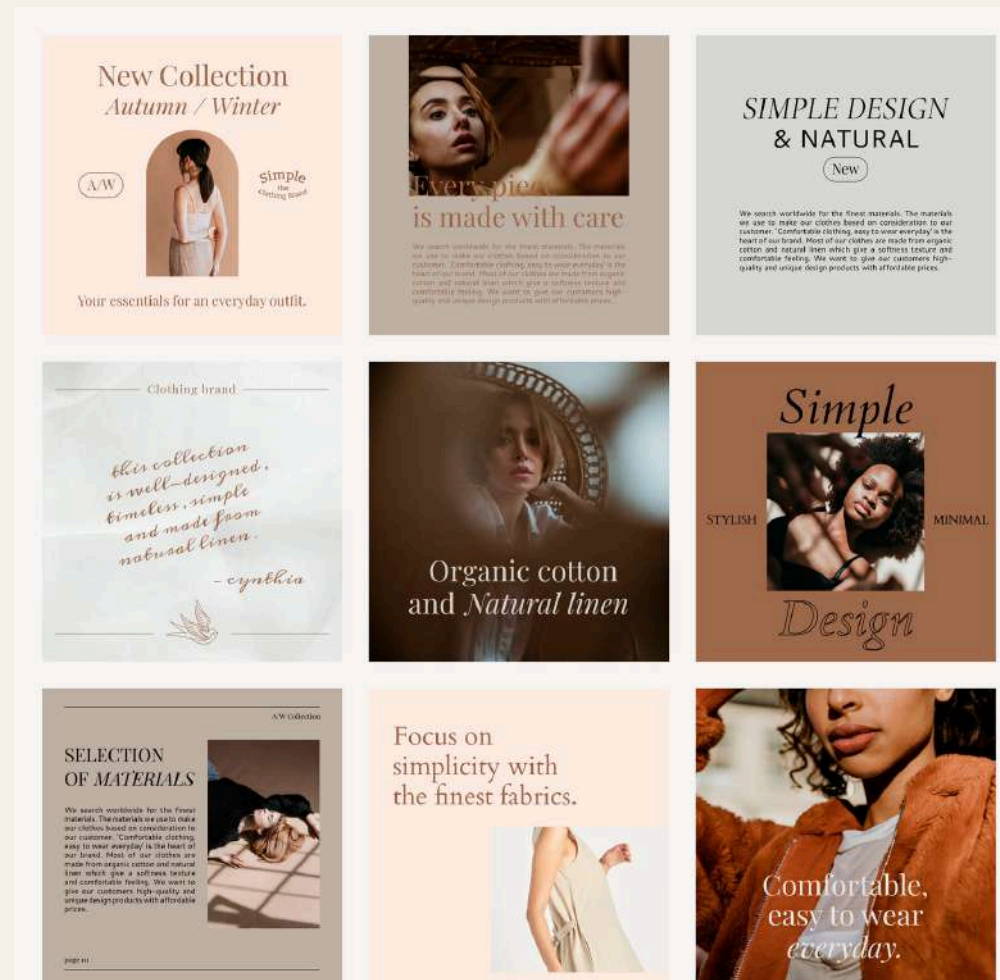


Experienced in managing and updating client data to maintain data integrity and support business operations.

Social Media Management



Managing content, posting schedules, and audience engagement across various social media platforms and the company website. Serving as the backend administrator for the company website, creating campaigns for ongoing projects, and managing the company blog to maintain brand presence and audience engagement.



Admin Support & E-commerce Store Management

Helping businesses run smoothly by managing their online stores—handling customer support, processing orders, and optimizing product listings to boost visibility and sales on eBay, Etsy, Shopee, Lazada, Tokopedia, and TikTok Shop.



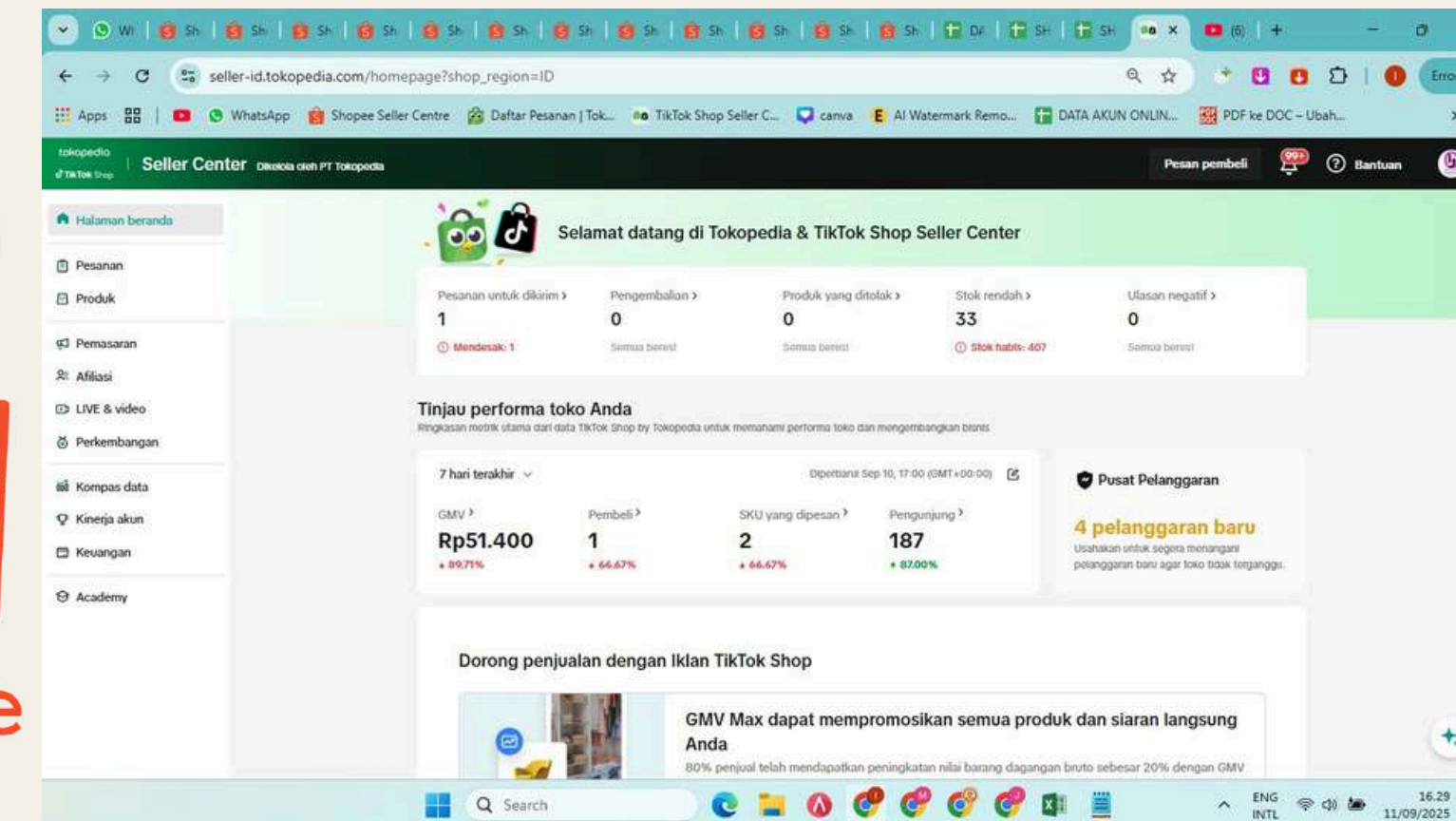
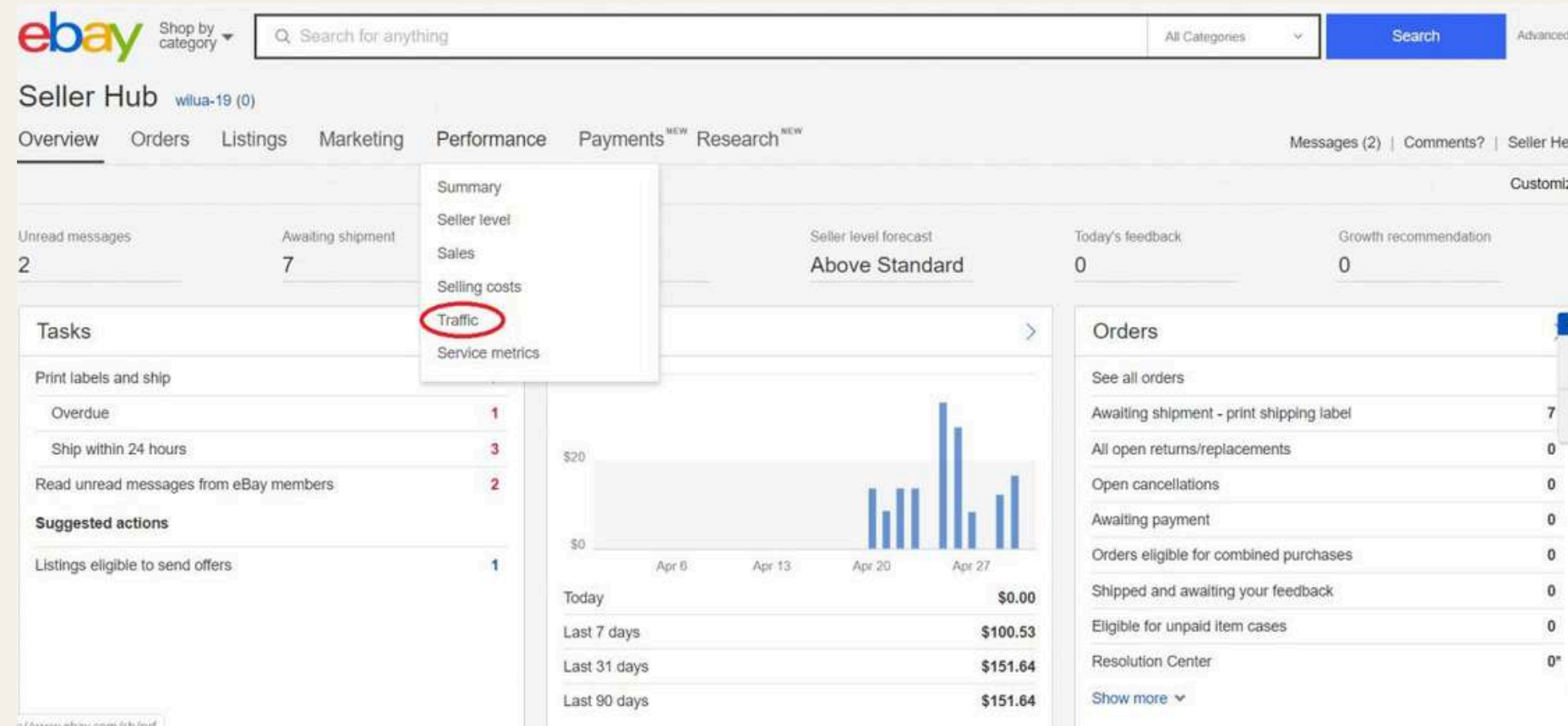
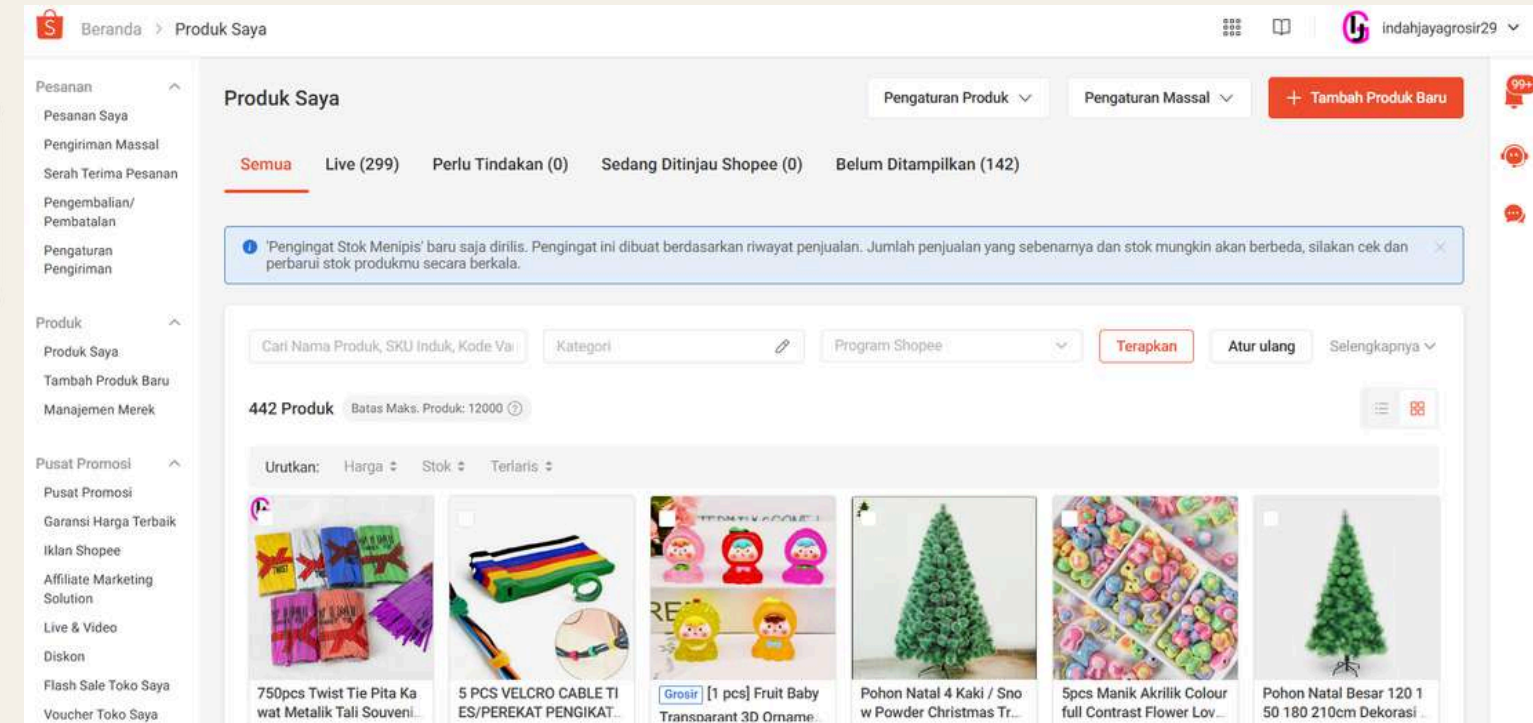
TikTok Shop



tokopedia



Shopee





Pesanan

- Pesanan Saya
- Pengiriman Massal
- Serah Terima Pesanan
- Pengembalian/
Pembatalan
- Pengaturan
Pengiriman

Produk

- Produk Saya
- Tambah Produk Baru
- Manajemen Merek

Pusat Promosi

- Pusat Promosi
- Garansi Harga Terbaik
- Iklan Shopee
- Affiliate Marketing
Solution
- Live & Video
- Diskon
- Flash Sale Toko Saya
- Voucher Toko Saya

Produk Saya

Pengaturan Produk

Pengaturan Massal

+ Tambah Produk Baru

Semua

Live (299)

Perlu Tindakan (0)

Sedang Ditinjau Shopee (0)

Belum Ditampilkan (142)

Pengingat Stok Menipis baru saja dirilis. Pengingat ini dibuat berdasarkan riwayat penjualan. Jumlah penjualan yang sebenarnya dan stok mungkin akan berbeda, silakan cek dan perbarui stok produkmu secara berkala.

Cari Nama Produk, SKU Induk, Kode Va

Kategori

Program Shopee

Terapkan

Atur ulang

Selengkapnya

442 Produk

Batas Maks. Produk: 12000

Urutkan:

Harga

Stok

Terlaris



750pcs Twist Tie Pita Kawat Metalik Tali Souveni...



5 PCS VELCRO CABLE TIES/PEREKAT PENGIKAT...



Grosir [1 pcs] Fruit Baby Transparant 3D Orname...



Pohon Natal 4 Kaki / Snow Powder Christmas Tr...



5pcs Manik Akrilik Colourfull Contrast Flower Lov...



Pohon Natal Besar 120x150x180x210cm Dekorasi ...



Shop by category

Search for anything

All Categories

Search

Advanced

Seller Hub wilua-19 (0)

Overview Orders Listings Marketing Performance Payments^{NEW} Research^{NEW}

Messages (2) | Comments? | Seller Help

Customize

Unread messages

2

Awaiting shipment

7

Summary

Seller level

Sales

Selling costs

Traffic

Service metrics

Seller level forecast

Above Standard

Today's feedback

0

Growth recommendation

0

Tasks

Print labels and ship

Overdue 1

Ship within 24 hours 3

Read unread messages from eBay members 2

Suggested actions

Listings eligible to send offers 1



Today	\$0.00
Last 7 days	\$100.53
Last 31 days	\$151.64
Last 90 days	\$151.64

Orders

See all orders

Awaiting shipment - print shipping label 7

All open returns/replacements 0

Open cancellations 0

Awaiting payment 0

Orders eligible for combined purchases 0

Shipped and awaiting your feedback 0

Eligible for unpaid item cases 0

Resolution Center 0*

Show more

- Halaman beranda
- Pesanan
- Produk
- Pemasaran
- Afiliasi
- LIVE & video
- Perkembangan
- Kompas data
- Kinerja akun
- Keuangan
- Academy

Selamat datang di Tokopedia & TikTok Shop Seller Center

Pesanan untuk dikirim > 1 <small>Mendesak: 1</small>	Pengembalian > 0 <small>Semua beres!</small>	Produk yang ditolak > 0 <small>Semua beres!</small>	Stok rendah > 33 <small>Stok habis: 407</small>	Ulasan negatif > 0 <small>Semua beres!</small>
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Tinjau performa toko Anda

Ringkasan metrik utama dari data TikTok Shop by Tokopedia untuk memahami performa toko dan mengembangkan bisnis

7 hari terakhir Diperbarui Sep 10, 17:00 (GMT+00:00)

GMV > Rp51.400 <small>+ 89.71%</small>	Pembeli > 1 <small>+ 66.67%</small>	SKU yang dipesan > 2 <small>+ 66.67%</small>	Pengunjung > 187 <small>+ 87.00%</small>
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Pusat Pelanggaran

4 pelanggaran baru

Usahakan untuk segera menangani pelanggaran baru agar toko tidak terganggu.

Dorong penjualan dengan Iklan TikTok Shop

GMV Max dapat mempromosikan semua produk dan siaran langsung Anda

80% penjual telah mendapatkan peningkatan nilai barang dagangan bruto sebesar 20% dengan GMV

Thank You

Let's Connect



Let's work together to grow your business! With my skills in product research, listing & optimization, and e-commerce store management, I can help you save time, stay organized. If you're looking for a reliable and detail-oriented virtual assistant, I'd love to be part of your team.