

# Mahmood Mustapha

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Virtual Assistant | Tech Project Manager | Web Developer

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## Profile Summary

- Results-driven Virtual Assistant and Tech Project Manager with 5+ years of remote work experience.
- Skilled in web development, tech support, admin operations, and client communication.
- Proven ability to manage digital projects, coordinate developers, and deliver timely solutions.
- Comfortable with GDS tools, CRM systems, and creative design platforms.

## Work Experience

### Virtual Assistant & Web Developer – Techville Limited (Remote)

Jan 2023 – Present

- Managed end-to-end web and mobile development projects.
- Coordinated developers, reviewed code, and handled social media pages.
- Clients: Auto Gas Nigeria, Bravort Virtual School, Groove Finance.

### Senior Travel Advisor – ASAP Tickets (Remote)

June 2025 – Present

- Closed 50+ international flight deals monthly using Amadeus/Sabre GDS.
- Planned optimized itineraries for global clientele.
- Handled communication via official email: ayomide.m@asaptickets.com

### IT Director – Sofato Travels, Abuja

Nov 2021 – 2023

- Digitized internal workflows and automated booking systems.

### Intern Software Developer – MGIC, Abuja

Jan 2020 – Sept 2021

- Built backend modules for hospital management software.

### **Web Development Instructor – NIIT Abuja**

Apr 2018 – Jan 2020

- Trained 100+ students in frontend and backend technologies.

### **Key Skills**

- Project Management, Team Coordination
- HTML, CSS, JavaScript, React, Next.js
- UI/UX Design – Figma, Canva
- Admin Support, Documentation
- Tech Support, Client Communication
- CRM Tools, Remote Productivity Apps

### **Certifications**

- IATA Certified Travel Agent
- Senior Travel Sales Agent – ASAP Tickets
- DreamPort Soft Skills & Client Relations

### **Education**

Diploma, Software Engineering – NIIT Abuja (2018 – 2020)

BSc, Computer Science – ISCG University, Benin (2016 – 2019)

### **Remote Work Setup**

- High-performance laptop, fast stable internet
- Noise-cancelling headset, smartphone, mobile tools
- Inverter/backup power