

Abdou Latif Diallo

Multidisciplinary Professional | Virtual Assistant | Translator | Digital Designer

Thiès, Sénégal | +221 781716623 | contact@abdoulatif.com

PROFESSIONAL SUMMARY

Multidisciplinary professional with over 9 years of diverse experience spanning education, virtual assistance, interpretation, digital design, web development, photography, and operations management. Proven ability to adapt quickly, learn independently, and deliver value across cultural and professional environments. Strong background in Arabic language and cross-linguistic communication, with hands-on experience supporting executives, managing client relations, and building digital presence. Available for on-site, remote, and international opportunities.

CORE COMPETENCIES

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|---|--|
| —Virtual Assistance & Executive Support | —Office Administration & Reporting |
| —Instant Interpretation (Arabic ↔ Wolof / Pulaar) | —Training & Education |
| —Graphic & Web Design (WordPress) | —Operations & Restaurant Management |
| —Photography & Visual Documentation | —Client Relations & Stakeholder Coordination |

PROFESSIONAL EXPERIENCE

Arabic Interpreter & Administrative Liaison 2022 – 2025

INDEPENDANCE INVESTMENT SARL – Thiès

- Provided instant interpretation between Arabic-speaking management and local clients, suppliers, workers, and authorities.
- Managed administrative, banking, and governmental procedures on behalf of the company.
- Supported sales activities and supplier negotiations.
- Built strong professional relationships with banks and public institutions.

Key Achievements:

- Contributed to acquiring over 30% of the company's major clients.
- Expanded supplier network and recruited top-performing workers.
- Strengthened institutional trust and external partnerships.

Virtual Assistant & Personal Secretary 2014 – 2019

Ahmed Sakhir Lô Institute – Branch 2 (Dakar)

- Coordinated meetings, documented proceedings, and managed schedules.
- Prepared professional documents, reports, spreadsheets, and presentations.
- Supported academic and administrative operations.
- Tools: Microsoft Word, Excel, PowerPoint

Restaurant Manager

2016 – 2019

Sans Rival Restaurant

- 2016 – 2017: Full-time night shifts
- 2017 – 2019: Seasonal full-time
- Oversaw daily operations, staff supervision, and sales activities.
- Ensured service quality and customer satisfaction.
- Improved workflow and operational organization.

Results:

- High customer satisfaction.
- Improved efficiency of service delivery.

Graphic & Web Designer (Freelance)

2020 – Present

- Designed digital and print marketing materials.
- Built and managed websites using WordPress.
- Delivered customized visual solutions for clients.
- Tools: WordPress, Adobe Illustrator, Adobe InDesign

Photographer (Freelance)

2024 – Present

- Portrait photography.
- Wedding and event coverage.
- Cultural and documentary photography.
- Tools: Camera equipment, Adobe Lightroom

EDUCATION

Bachelor's Degree (Licence) – Arabic Language

Faculty of Arabic Language, Cadi Ayyad University – Marrakech, Morocco | 2022 | Grade: Good

Research project: Comparative study between Arabic and Senegalese local languages (Pulaar & Wolof).

Baccalaureate – Série L-AR

Tafsir Banda Niang Private School, Ahmed Sakhir Lô Institute – Dakar | 2019 | Grade: Very Good

Qur'an Memorization (Hafs 'an 'Asim)

Ahmed Sakhir Lô Institute – Dakar | 2010 | Grade: Very Good

SKILLS

Technical Skills

- WordPress website development.
- Adobe Illustrator, XD, InDesign.
- Microsoft Office (Word, Excel, PowerPoint).

Professional Skills

- Management & Coordination.
- Training & Teaching.
- Planning & Organization.
- Creative Problem Solving.

Key Strength

Self-directed learning and rapid skill acquisition.

LANGUAGES

—Arabic: Very Good

—French: Intermediate

—Wolof: Excellent

—English: Intermediate

—Pulaar: Excellent

COURSES & CERTIFICATIONS

- | | |
|---|---|
| • Office 365 – Microsoft (2019) | • Social Media – Rwaq (2014) |
| • Voice Over – Waraq Platform (2020) | • Computer Fundamentals – Edraak (2019) |
| • Graphic Design – Coursera / Alison (2020) | • Photography & Street Style Photoshoot – Alison (2020) |
| • WordPress Website Development – Edraak (2021) | • Technology & Professional Communication – QRTA (2022) |
| • Digital Presence Fundamentals – Google (2020) | |

ADDITIONAL INFORMATION

Portfolio available upon request.

Available for remote work, travel, and international relocation.

Interests: Travel, cultural documentation, visual storytelling.