



Nganga Ann Wanjiku

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PROFILE INFO

To build up a successful career with meaningful achievements by taking up challenging tasks and executing with dignity and sincerity, while there continuous learning and professional growth, while making substantial contributions to the organizations progress.

EXPERIENCE

2017 - 2023 Nazareth Hospital, Nairobi Kenya

Administrator Assistant Key responsibilities:

- Oversee general office activities, including managing phone calls, emails, and incoming/outgoing correspondence.
- Maintain organized and efficient filing systems for documents, records, and dealership paperwork.
- Assist with scheduling appointments, meetings, and managing the office calendar.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures.
- Prepare and submit reports proposals and presentations as needed.
- Taking minutes during the departmental meetings.
- Verifying petty cash claims from office staff prior to submission to accounts department for processing.

July 2017 - Nov 2017 Karuri Hospital, Nairobi Kenya Office assistant Volunteer

Key responsibilities:

- Overseeing clerical tasks, such as sorting and sending mail and Answering phone calls.
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintain organized and efficient filing systems for documents, records, and dealership paperwork.
- Welcoming visitors to the office.
- Scheduling meetings and sending meeting invites to attendees.

EDUCATION

- 2017- Bachelor’s degree in Population Health – Kenyatta University, Kenya
- 2020- Monitoring and Evaluation (Diploma), Daystar University, Kenya
- 2023-Counselling Psychology (Diploma), Kenya Institute of Business and Counselling studies.

SKILLS

- Project management
- Organizational skills
- Administrative writing and report skills
- Scheduling and planning
- Proficiency in MS office suits (Excel, Word, outlook, Access, and PowerPoint) and Google workspace.

PERSONAL PROFILE

Date of Birth: 13.12.1994
Gender: Female
Nationality: Kenyan
Marital Status: Married
Visa status: Tourist

STRENGTH

- Strong client relationship systems management.
- Strong client service orientation.
- Great teamwork and collaboration.
- Good judgement on when to escalate issues versus problem solving.
- Excellent written and verbal communication

LANGUAGES

- English
- Swahili

CERTIFICATION

- 2022-Virtual Assistant, ALX Africa

PASSPORT DETAILS

- Date of issue: 13/09/2019
- Date of Expiry: 12/09/2029
- Place of issue: Nairobi, Kenya

REFERENCE UPON REQUSET

DECLARATION

I hereby kindly declare that the above-mentioned details are all true to the best of my knowledge and belief.