

# BRIAN MUNDI MAINA



## CONTACT

Mobile - +971505229901  
brianmundi@outlook.com

Nationality - Kenyan

Visa status - Tourist visa

## SKILLS

- Organization skills
- Time management
- Good communication skills
- Data entry & record keepings
- Customer service
- Attention to details
- Team work
- Patience & empathy

## SUMMARY

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Motivated and detail oriented Support assistant with experience in handling confidential paperwork and making routine office tasks as efficient as possible. Skilled in managing daily office operations, maintaining records and providing excellent customer service.

## WORK EXPERIENCE

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### ADMIN ASSISTANT

DEC 2021 – OCT 2024

- Alpha Geoscience Ltd

- Interact with customers on a daily basis to answer inquires and provide a high level of customer service
- Provided clerical support to the administration department.
- Organized and maintained office supplies and inventories.
- Managed daily operations of a large office, including inventory management and customer relations.
- Assisted in data entry, documents filing and reporting.

### TEACHER SUPPORT ASSISTANT

JAN 2020 – NOV 2021

– Kinoru Primary School

- Printing and scanning of student documents during registration.
- Provided teachers with general support and administrative tasks.
- Provided one on one help for struggling students.
- Communicate with parents and other staff
- Assisted in administering lessons and activities under the teacher guidance.

## EDUCATION

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2019 - Meru Teachers College – Certificate in Teaching

2012 – Nyeri Baptist High School – Certificate in High School

2008 – Roka Preparatory School – Certificate in Primary education

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