

CONTACT

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OBJECTIVE

A detail-oriented Office Assistant with 4+ years of experience handling confidential paperwork and making routine office tasks efficient as possible. Proven managerial experience supervising clerks while managing CEO's schedule and travel plans.

EXPERIENCE

2021 - 2023

- **Office Assistant**
Jesse Mwit Advocates
 1. Proofreading and drafting legal documents.
 2. Help lawyers convey important information to clients
 3. Communicate with clients and witnesses.
 4. Submitting legal documents before deadlines.
 5. Organizing files, Scheduling witnesses and Collating documents

2018 - 2020

- **Office Assistant**
Sintint Interior services
Sorting and sending mail, filing, maintaining documents, and updating paperwork. Keeping inventory, ordering new supplies, and liaising with vendors. Answering phones, screening calls, and taking and delivering messages. Greeting visitors, providing information, and answering questions. Scheduling meetings and appointments, and managing diaries for executives. Making travel reservations, including air, hotel, car, and restaurant. Coordinating office events and helping with client reception. Preparing and distributing correspondence, memos, letters, faxes, and forms

2014 - 2016

- **Office Assistant**
Nyamweru Secondary school
 1. Managing student records, attendance records, and other files and reports.
 2. Handling inquiries from parents and visitors, and taking and directing phone calls.
 3. Assisting with scheduling appointments and events.
 4. Processing paperwork, such as permission slips.
 5. Providing general clerical support to teachers and administrators.
 6. Operated a variety of office equipment, including a computer and assigned software.
 7. Meeting schedules and time lines.

2012 - 2013

- **Office Assistant**
Lavington United church
 1. Overseeing the church office's operations, including handling phone calls, emails, and correspondence.
 2. Planning and organizing church events, meetings, and activities.
 3. Assisted with financial tasks, such as managing budgets, tracking expenses, handling donations, and keeping church records.
 4. Creating programs for services
 5. Assigning and maintaining a record of mailboxes and offering envelopes.
 6. Ordering and maintaining office supplies.
 7. Maintaining a petty cash system.

EDUCATION

2014

- **Kenya Institute of Professional Studies**
Front office and customer care

2008

- **Ring up computer college**
Certificate Computer applications

2006

- **Kithirune Girls Secondary school**
Kenya Certificate of Secondary education

SKILLS

- Communication
- Organization
- Time management
- Attention to detail
- Problem solving
- Proficiency in office software

ACHIEVEMENTS & AWARDS

- Implemented new procedures to streamline office operations and improve workflow efficiency
- Implemented a visitor management system to improve client satisfaction
- Planned company events and prepared conference rooms for meetings and events
- Tracked employee expenses and budget tracking

REFERENCE

- **Anthony Koome - Suntint interior services**
Manager
KoomeA56@gmail.com
0728131450
- **Sarah Kibunga - Nyamweru Secondary school**
Principal
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