



GABRIEL RONO

OFFICE ASSISTANT.

CONTACT

+971558640045

gabyegonrono@gmail.com

Plaza Residence, Jumeira village circle

EDUCATION

2008-2012

EMINIGH HIGH SCHOOL

- Secondary level certificate.

2013-2017

TECHNICAL UNIVERSITY OF MOMBASA

- Bachelor of business administration.

SKILLS

- Time Management skills.
- Organizational skills.
- Microsoft Office proficiency.
- Customer service skills.
- Research skills.
- Flexibility/adaptability.
- Attention to detail.
- Strong communication skills.

LANGUAGES

- English (Fluent)
- Kiswahili (Fluent)
- French (Basics)
- Arabic (basic)

PROFILE

I'm an experienced Office Assistant with 2+ years of experience in a busy office equip with skilled in managing administrative tasks, organizing files, and providing exceptional customer service.

WORK EXPERIENCE

Sinatra foods Limited (Dubai)

2020-2021

Assistant administrator/Office Boy.

- Greeting and welcoming visitors .
- Making and received customers phone calls and responding to emails.
- Arranging office files.
- cleaning front office and it's surrounding.
- Making beverage's for Manager.

Tusquee limited (Nairobi,Kenya)

2018- 2019

Front office Assistant

- Create budget for items needed for smooth running of office i.e stationery.
- Taking and delivering messages.
- Monitor mails and phone calls.
- Handling office photocopy and printing .

Kass Media Group(Kenya)

2017- 2018

Front office customer care

- Receiving customer.
- Making company calendar,notice and setting appointment date with manager.
- assist with invoicing, updating client files.
- ordering office supplies.

REFERENCE

Regina Jeptoo

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