

CURRICULUM VITAE

PERSONAL DETAILS

NAME: JESSICA MUTUI
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NATIONALITY: KENYAN

PROFESSIONAL SUMMARY

Highly organized and detail-oriented virtual assistant with excellent communication skills and a strong background in providing remote administrative support. Skilled in time management, problem-solving and utilizing various software and collaboration tools. Proven ability to handle multiple tasks and work independently in a remote setting.

WORK EXPERIENCE

ZURI DIGITAL SOLUTION [Human resource officer]

Aug 2020 – April 2023: - Assisted in organizing meetings, scheduling appointments and managing calendars. Handled email correspondence, responding promptly and professionally to inquiries. Conducted research and prepared reports on various topics. Prepared payrolls, handled calls and also managed data entry, document management and file organization.

SARUK DIGITAL SOLUTION [Supervisor]

May 2018 – April 2020: -Work closely with customers to find what they want, create solutions and ensure a smooth sales process. Work also towards finding new sales leads through business direction and client referrals and also phone handling whereby I was receiving calls from clients and reaching out to them to make a sale. I also aid as an employee sales training assistance on customer relations and sales

KENYA TEA DEVELOPMENT AGENCY [Industrial attachment]

Jan 2018 – April 2018: - Was exposed to various duties that were human resource related; tasks included calculating daily wages and maintaining a duty roster. Also working as a student leader of Human Resource Club, I took part in event organization, talks and workshops for guest speakers for subjects such as recruitment, performance management.

My education and experience background has equipped me with skills and understanding of human resource development as well as given me insight into the job market.

KERIO VALLEY DEVELOPMENT AUTHORITY [Industrial attachment]

2013 Jan-2013 April: -My education and experience background has equipped me with skills and understanding of HR as well as given me insight into the job market. While working here I gained various skills and my duties included; calculating daily wages and maintaining a duty roster. Also working as a student leader of the Human Resource Club, I took part in event organization, talks and workshops for guest speakers for subjects such as recruitment, and performance management.

SKILLS AND ABILITIES

Excellent written and verbal communication skills
Strong time management and organizational abilities.
Attention to detail and accuracy in all tasks.
Proficient in Microsoft office suite (word, excel, PowerPoint, outlook).
Skilled in video conferencing tools (zoom, skype).
Proactive problem-solving and decision-making skills.
Ability to work independently with minimal supervision.
Maintain confidentiality and handle sensitive information.

PERSONAL ATTRIBUTES

Strong work ethic and self-motivation.
Excellent interpersonal skills and ability to collaborate remotely.
Flexibility and adaptability to changing work environments.
Proactive in communication and providing regular updates.
Trustworthy and capable of maintaining confidentiality.

LANGUAGE PROFICIENCY

English: Native/Bilingual proficiency
Swahili: Native/Bilingual proficiency

COMPUTER SKILLS

Microsoft office suite: Word, Excel, PowerPoint, Outlook
Cloud storage: Google Drive, Dropbox
Video conferencing tools: Zoom, Skype