

HANNAH NJOKI KINYANJUI

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PERSONAL SUMMARY

A highly qualified Kenyan professional trained in Executive Secretarial Studies, Business Management and operations and with over ten years of experience. Creative with a passion to develop more skills, easily interactive and looking for an environment to grow my skills and career

WORK EXPERIENCE

June 2015 – To Present

EXECUTIVE PERSONAL ASSISTANT, PETER THOMAS ASSOCIATES LTD

- Responding to various correspondences
- Switchboard management.
- Email management.
- Diary management
- Schedule meetings.
- Travel bookings.
- File and record maintenance.
- Internal communication intermediate with the help of the human resource department.
- Office supplies and inventory management.
- Basic book keeping management.
- Oversee office maintenance.

November 2003 To May 2015

OFFICE ADMINISTRATOR, TEJ ARCHITECTS

- Customer Service and communication.
- Email screening and management.
- Switchboard communication management.
- In charge of junior Administration staff reporting directly to the senior organization Human resource.
- Schedule meetings.
- Manage projects for the administration department.
- Travel management.
- File records and inventory management.
- Basic book keeping.
- Assist in office supplies inventory.
- Assist in the maintenance of the office repair signed contracts.

EDUCATION

April 2012 To December 2014

DIPLOMA BUSINESS MANAGEMENT, KENYA INSTITUTE OF MANAGEMENT

Diploma In Business Management

October 1995 To December 1997

SECRETARIAL STUDIES, TEMPLE SECRETARIAL COLLEGE

Certificate in Secretarial Studies

January 1991 - November 1994

HIGH SCHOOL, MUTHIRU GIRLS SECONDARY SCHOOL

Kenya Certificate Of Secondary Education (KCSE)

SKILLS

- Complaint Resolution.
- Calendar Scheduling.
- Client Communication.
- Time Management.
- Budget skills.
- Records management.
- Basic book keeping.
- File and records management.