

Job Otieno

Freelancer

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Nairobi, Kenya

Professional summary.

Dynamic and versatile Virtual Assistant with 2 years of experience. I am seeking opportunities to leverage my Administrative Assistant skills to deliver high-quality client results to support them in their day-to-day activities. I am proactive and result-oriented individual who is time-conscious and attentive to details.

Skills

Communication skills- My communication is clear and effective with clients, partners, and stakeholders and is critical for comprehending project needs, managing expectations, and delivering expected outcomes.

Problem-solving- I can identify issues, brainstorm solutions, and implement effective strategies to achieve desired outcomes.

Organizational- I have strong organizational abilities to stay on top of project details, deadlines, client communications, and financial records. To keep focus by using Calendly to plan my schedules.

Proficiency in Microsoft Office Suite - I am well conversant with Google Workbook Suites such as Google Docs, Google Sheets, Google Slides and Google Forms.

Adaptability- With new projects, clients, and challenges arising regularly, I try to be flexible, quick to pick things up, and able to change course as needed.

Programming languages – With background knowledge in html, css,python,javascript, I am able to create appealing websites to suite different client needs.

Work experience

Health Records Officer|Mama Lucy Hospital

2019-2021|Nairobi, Kenya.

Duties

- Booking and Preparation of Special Clinics

- Registration of Patients' Data
- Library Services
- Collection and Reporting of Data
- Medical Legal

Financial Advisor|Jubilee Insurance Company

2015-2017|Nairobi, Kenya.

Duties

- Brand promotion
- Selling life and general insurance covers
- Prospecting for partner clients
- Organizing campaign events.

Education

Kenyatta University|| B.Sc(Health Records and Information Management)

2nd Class Lower

Class of 2022

Digital and Content Marketing|| Digify Pro Africa

2024

Online Work Readiness || Ajira Digital Kenya

2024

Graphic Design|| Mwea Software Company

2024

References

Available upon request.