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| **CURRICULUM VITAE** | |
| **PERSONAL INFORMATION** | |
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| Full Name: | George Kimani |
| Gender: | Male |
| Date of Birth: | June 7th, 2002 |
| Age: | 21 |
| Marital Status: | Single |
| Occupation: | Student |
| Mobile: | +254706800791 |
| Email: | [Kimanig047@gmail.com](mailto:Kimanig047@gmail.com) |
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| **CAREER OBJECTIVES** | |
| To use my organizational skills, technical expertise and customer service experience to serve as a successful Virtual Assistant.  I am an experienced data entry specialist with over 2 years of experience working in data entry and data management. I have excellent organizational and problem-solving skills, and I am proficient in MS Office, Excel, and Access. I am also comfortable with various databases and software packages. I am a reliable, detail-oriented individual who is dedicated to accuracy and efficiency. | |
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| **EDUCATION BACKGROUND** | |
| Bachelor in Geomatics & Geospatial Information Systems  Dedan Kimathi University of technology  Nyeri, Kenya  2021- 2027  Kiaguthu Boy’s High School  4 | |
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| **QUALIFICATION**   * Excellent written and verbal communication skills. * Proficient in Microsoft Office * Attended various seminars and trainings for virtual office assistance | |
| **SUMMARY OF QUALIFICATIONS**  • Over 2 years of professional experience providing administrative and technical support to clients  • Highly proficient in Microsoft Office Suite, Adobe Creative Suite, QuickBooks, and various other software.  • Skilled in project management and customer service.  • Excellent written and verbal communication skills.  • Able to multi-task and prioritize workload with accuracy and efficiency.  • Knowledgeable in a variety of operating systems, hardware and software. | |
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| **WORK EXPERIENCE**  Virtual Assistant, kimochu and Sons Company,    2021-Present  • Provide administrative and technical support for clients including data entry, research, customer service, and project management.  • Assist with scheduling, invoicing, and other accounting related tasks using QuickBooks. • Monitor and respond to emails and customer inquiries in a timely and professional manner.  • Create and maintain spreadsheets and documents using Microsoft Office Suite.  • Troubleshoot and resolve technical issues for clients.  Technical Support Specialist, Kiik Virtual solutions  2016-2021  • Responded to customer inquiries and provided technical support over the phone and via email.  • Resolved customer complaints and troubleshot technical issues with speed and accuracy.  • Trained new hires on proper customer service and technical support procedures.  • Developed and implemented new customer service initiatives. | |
| **SKILLS**  • Microsoft Office Specialist  • Adobe Certified Associate (ACA) | |