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Nairobi, Kenya



Education

**BACHELOR OF BUSINESS
INFORMATION
TECHNOLOGY
2020 - 2024**

Expertise

DATA ENTRY

DIGITAL MARKETING

BRANDING

COPYWRITING

SEO

Language

ENGLISH

FRENCH

SHARON KOECH

Virtual Assistant



Profile

A highly motivated Virtual Assistant with a strong background in Business Information Technology. Experienced in IT consulting, website management, and logo design, with a proven track record of efficient task management, exceptional customer support, and accuracy in data entry. Proficient in Google Workspace, project management tools like Trello and Asana, and skilled in handling confidential information. Adept at coordinating travel, managing complex schedules, and supporting executive decision-making.



Work Experience

2020
-
2023

INTERN AT MINISTRY OF EDUCATION, KENYA [IT CONSULTANT

RESEARCH

WEBSITE MANAGEMENT

LOGO DESIGN

2023
-
2024

DATA FLEET

DATA ENTRY

CUSTOMER SUPPORT

WEBSITE DESIGN

HANDLING CALENDAR EVENTS

SETTING UP MEETINGS

FILE MANAGEMENT TECHNICAL

TROUBLESHOOTING INVENTORY

MANAGEMENT CRM

MANAGEMENT RESEARCH



References

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