
Ann Njoroge

General Virtual Assistant

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Highly organized and detail-oriented Virtual Assistant with experience supporting executives, entrepreneurs and small businesses. Skilled in managing calendars, emails, travels and hotel bookings among other admin roles. I am well conversed with core management responsibilities in enhancing the achievement of projects. Tech-savvy beyond reproach, prodigiously inclined, naturally gifted fluent Swahili-speaker with tons of experience in strategy, sales, business development, marketing, and operations. Able to liaise with other departments and carry out follow up exercises on relevant documents and other vital project requirements. Ability to supervise the project's cost and budget in ensuring that the stipulated project deadlines are met.

SKILLS

- Executive Calendar Management
- Email Management Skills
- Excellent Communication Skills
- Project Management
- Data Entry & Analytics

EXPERIENCE

Ujuzi Capital, Westlands, Nairobi - *General Virtual Assistant*

September 2016 - Present

- Manage book meetings, calendars, and prepared travel schedules.
- Improved company systems for easy preparation of company documentation.
- Achieved stipulated project timelines and coordinated with team members as required.
- Created a master schedule for each new project, based on the statement of work that was agreed upon by the client.

- Created weekly outlooks to make sure that the team and business were meeting agreed upon milestones with the client.
- Created a production schedule for the client, so that they would know when they could expect to review and give feedback and approve their project.
- Following-up daily with the team to make sure milestones were met.
- Implemented and led daily stand up meetings with management, creative and social media teams.
- Coordinated with developers to estimate upcoming development projects

Leansky Africa Ltd, Nairobi - *Virtual Assistant*

January 2014 - July 2016

- Mitigated regulatory risks by ensuring conformance to the strict methodology for ensuring on time deliverables and errors avoidances via MS SharePoint
- Conducted quality and safety checks in the field throughout the project, ensuring standardized installation practices that meet carrier, company, and end-user requirements.
- Performed comprehensive research based on compilation of information pertaining to the sourcing of contacts, and creation of blog post timelines.
- Took the responsibility of sourcing company subcontractors as required.
- Defined project scope based on team review and input from SMEs (Subject Matter Experts) of customer requirements.
- Collaborated with the project team to determine activities, sequence, resource requirements, and duration to create initial project schedule and cost estimate.
- Successfully managed the delivery of customer-facing and internal air transport projects to the agreed scope, schedule, budget, and quality.
- Identified procurement requirements of HW/SW, pricing, availability, and vendor selection and executed procurement.
- Resourced planning/supplier management decision analysis review process asset management.
- Achieved strategy, content, and design for company social media platforms and websites.
- Liaised with the firm's co-founders on the company's progress and strategy including the preparation of presentations and the creation of project proposals.
- Suggested on ways of reinstating the company's communication, workflows, and visibility.

EDUCATION

Management University of Africa, Nairobi - *Bachelor of Management and Leadership: Business Administrations & Purchasing and Supply option*

January 2014 - December 2016

Google & Emobilis, Nairobi - *Certificate - Basic Digital Skills*

April 2022

Udemy, Online - *Certificate - Virtual Assistant*

March 2022

INTERESTS & HOBBIES

- Socializing (Excellent interpersonal skills and communication skills)
- Traveling (Well-traveled within Kenya and parts of Uganda)
- Camping
- Reading
- Member Red Cross Uganda
- Playing Basketball (School Team Vienna College & Likii Hill School)
- Athletics