

Hi, I'm Ann Wambui

I'm a Procurement Virtual Assistant from Kenya, helping entrepreneurs and CEOs handle the backend tasks that keep businesses running smoothly—vendor sourcing, purchase order management, inventory tracking, and procurement reporting—without the overhead of a full-time hire.

I'm also a CRM and work management expert, skilled in platforms like Trello, Odoo, Canva, Airtable, [Monday.com](https://monday.com), [Booking.com](https://booking.com), and QuickBooks. I set up procurement workflows, manage supplier timelines, and ensure smooth communication, efficient scheduling, and streamlined project tracking from start to finish.



Here's How I Support Your

Business



Procurement Support

- Vendor sourcing and supplier coordination
- Purchase order preparation and tracking
- Supplier performance research and reporting
- Procurement documentation and contract drafting support



Business Operations &

Reporting

- Inventory and order tracking
- Procurement data entry and analysis
- Weekly and monthly reporting dashboards
- Expense and invoice management support



Executive & Admin

Assistance

- Meeting scheduling and coordination (Calendly)
- File organization and document control (Google Drive, Dropbox)
- Professional templates and presentations (Canva)



Project Management

- Task setup and tracking in Trello and Asana
- Workflow automation
- Progress tracking and system updates
- Communication support

My Tech Stack

I leverage powerful tools to deliver efficient, organized, and high-quality support for your business operations.



Project Management

ClickUp, [Monday.com](https://monday.com), Asana,
Trello, MS Project, Notion



Procurement & Supply Chain

Zoho Inventory, Odoo, Procurify,
SAP Ariba



Admin & Communication

Google Workspace, Microsoft
Office, Airtable, Zoom, Canva



Finance & Reporting

QuickBooks, Excel, Sheets, Spreadsheets Compare



AI-Powered Tools

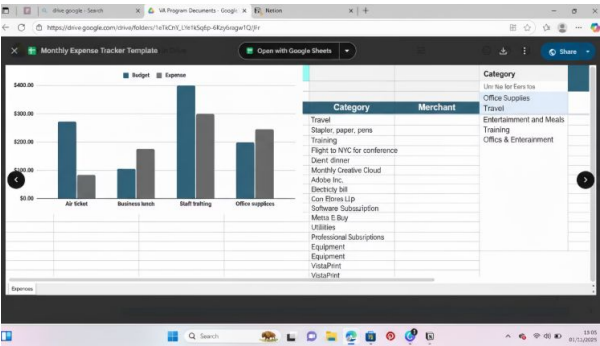
ChatGPT, Gemini AI, Gamma AI



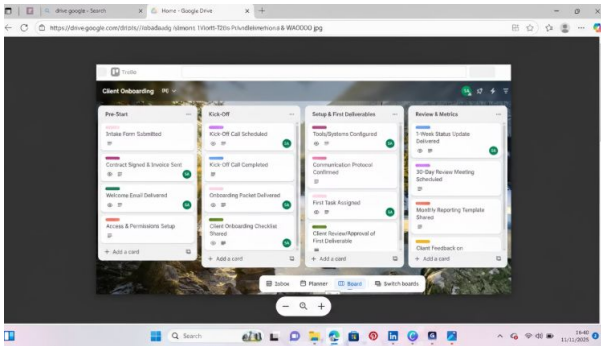
Past Projects

Here are examples of my past tasks, templates, and projects that reflect the quality of support I offer. Each deliverable showcases attention to detail, professional presentation, and practical solutions.

PAST PROJECTS



MONTHLY EXPENSE
TRACKER



TRELLO BOARD.
CLIENT ONBOARDING

The screenshot shows a Google Sheets document titled 'SUPPLIER & ORDER MANA... ERCE GERMANY PROJECT'. It contains a table with columns: Supplier ID, Supplier Name, Product Category, Contact Person, Email, Phone, Country, Delivery Reliability (%), Average price, and Rating. The table lists several suppliers, including BOP001, BOP002, BOP003, and BOP004, with their respective details.

SUPPLIER
MANAGEMENT

The screenshot shows a Google Sheets document titled 'Wambui Kings Research on ... in California_2703/2025'. It contains a table with columns: RANK, CITY NAME, POPULATION, CITY AREA, and NO OF FRANCHISES. The table lists 10 cities, including Los Angeles, San Diego, San Jose, San Francisco, Fresno, Sacramento, Long Beach, Oakland, Bakersfield, and Anaheim, with their respective data.

RESEARCH
SPREADSHEET

How I Increase Efficiency & Add Value

1

Tech-Savvy & Organized

I stay current with the latest tools and systems to maximize productivity and streamline your operations effortlessly.

2

Open to Learning & Highly Adaptable

Every business is unique. I quickly adapt to your processes, preferences, and tools to deliver seamless support.

3

Professional, Respectful & Detail-Oriented

I bring a meticulous approach to every task, ensuring accuracy, professionalism, and respect in all interactions.

4

Strong Communication & Fast Turnaround

Clear communication and timely delivery are my priorities. You'll always know where things stand and when to expect results.

5

I Treat Each Task with Ownership & Care

Your business goals are my goals. I approach every project with dedication, accountability, and genuine commitment to your success.

Let's Work Together

Looking for someone to take the admin stress off your plate? Someone reliable, smart, and ready to support you and your team? I'm available and ready to help you achieve more with less effort.

Whether you need procurement support, executive assistance, or project management expertise, I'm here to deliver results that matter.

Send a Message

Book a Discovery Call

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Phone: +254 790 929 283

