

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—with 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](#), [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

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



Executive & Admin

Assistance

- 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](#), Asana,
Trello, MS Project, Notion



Procurement & Supply

Zoho Inventory, Chain, Procurify,
SAP Ariba



Admin &

Google Workspace, Microsoft
Office, Airtable, Zoom, Canva



Finance & Reporting

QuickBooks, Excel, Sheets, Spreadsheets Compare



AI-Powered Tools

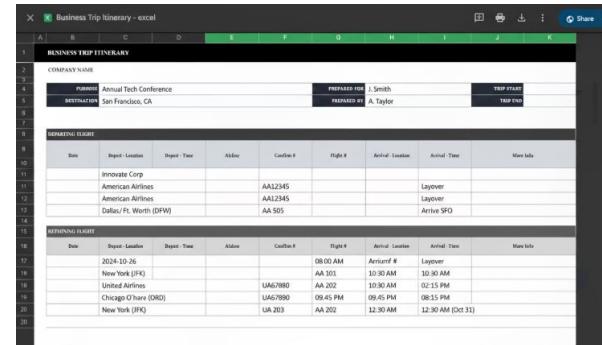
ChatGPT, Gemini AI, Gamma AI



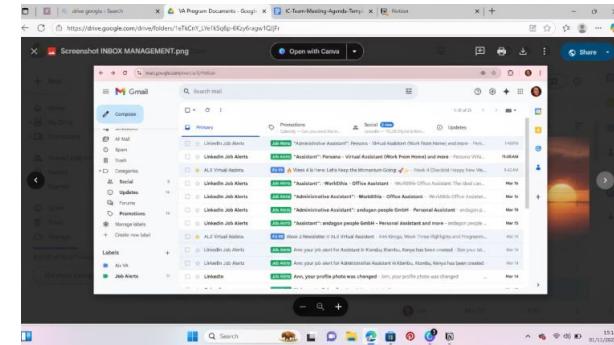
Past Projects

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.

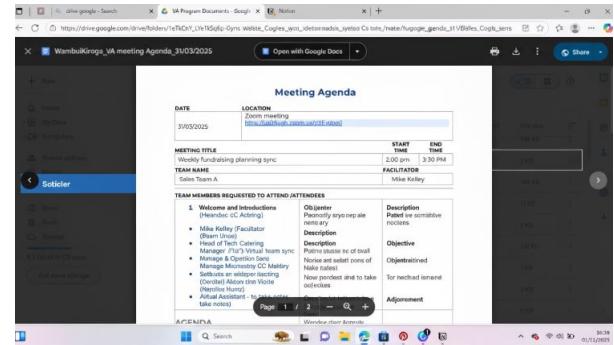
PAST PROJECTS



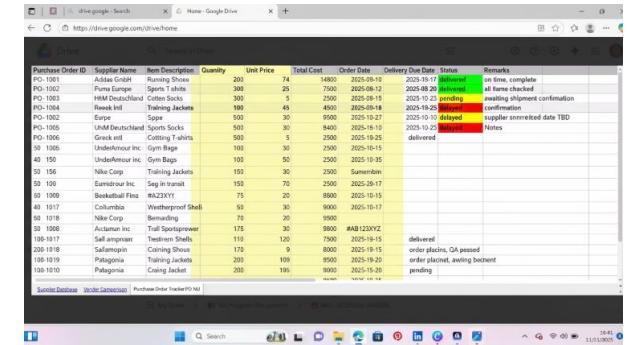
BUSINESS ITINERARY



INBOX MANAGEMENT

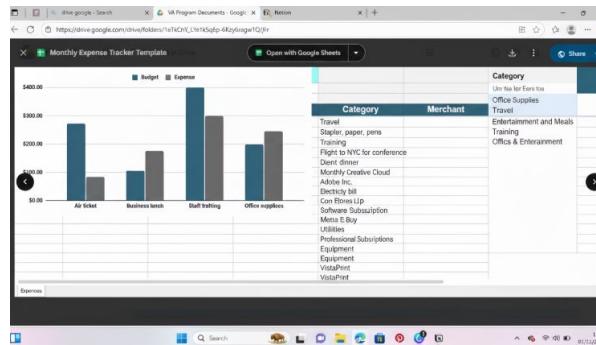


MEETING AGENDA

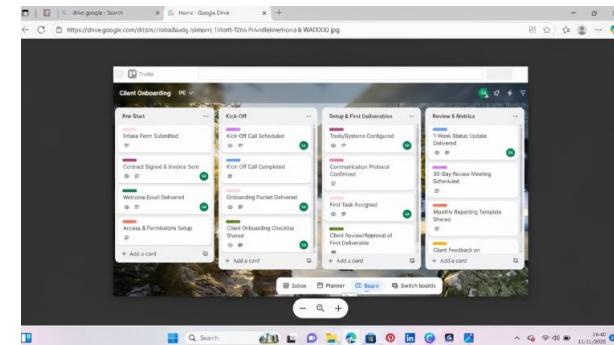


PURCHASE ORDER TRACKER

PAST PROJECTS



MONTHLY EXPENSE
TRACKER



TRELLO BOARD.
CLIENT ONBOARDING

A screenshot of a Google Sheets document titled "SUPPLIER & ORDER MANAGEMENT - ERCE GERMANY PROJECT". It is a table listing suppliers with columns for Supplier ID, Supplier Name, Product Category, Contact Person, Email, Phone, Country, Delivery Reliability(%), Average price, and Rating.

Supplier ID	Supplier Name	Product Category	Contact Person	Email	Phone	Country	Delivery Reliability(%)	Average price	Rating
SUP001	Nordic Logistics GmbH	Electronics	Hans Müller	hans@nordiclogistics.de	493655123	Germany	94	12.5	5
SUP002	Rehbein Packtac	Packaging	Jutta Klein	jutta@rehbein.de	493344223	Germany	88	8.5	4
SUP003	EuroPak BV	Accessories	Mark Jansen	mark@europak.nl	312554220	Netherlands	79	11.9	3
SUP004	Munich Supply AG	Hardware	Sandra Hoff	sandra@munichsupply.de	4989444220	Germany	97	17.2	4

SUPPLIER
MANAGEMENT

A screenshot of a Google Sheets document titled "Wambui Kriga - Research on ... in California 2/20/2025". It is a table with columns for Rank, City Name, Population, and No. of Parks. The data includes information from the US Census Bureau's 2020 population estimates.

RANK	CITY NAME	POPULATION	CITY AREA	NO. OF PARKS
1	Los Angeles	3914310	469.1	460
2	San Diego	1305179	325.00	400
3	San Jose	1009370	177.8	381
4	San Francisco	843371	46.91	220
5	Fresno	545371	194.79	221
6	Bakersfield	1230371	237.7	237
7	Long Beach	498113	58.7	371
8	Oakland	425610	55.9	163
9	Danvers	411200	148.8	67
10	Anchorage	341160	55.3	60

RESEARCH
SPREADSHEET

How I Increase Efficiency & Add

Value

1

Tech-Savvy & Organized. 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. 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. Core 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](#)

Email: annwambuiVA@email.com

LinkedIn: www.linkedin.com/in/annwambui-va

Phone: +254 790 929 283

