



Brian Manoti

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📍 Location: Kenya Kenya

About Me

I am looking to secure a position in a dynamic and fast-paced organization that utilizes my experience as Admin, and skills in critical thinking and decision-making, and provides opportunities for growth and development.

Summary

- 2 years of experience as Virtual Assistant
- 1 year of experience as Web Developer
- Less than 1 year of experience as Admin
- Expert skills in File Management
- Advanced skills in Appointment Scheduling, Email Marketing, Customer Service
- Available to work immediately
- Current salary KSh200

Job History

Admin

📅 Less than 1 year of experience

Responsibilities:

- Managed and organized office documentation and files
- Greeted and directed visitors and answered phone calls
- Assisted with scheduling and facilitating meetings

Achievements:

- Developed and implemented a new filing system that improved office efficiency by 20%
- Lowered response time for returning phone calls and emails by 25%

Web Developer

📅 1 year of experience

Responsibilities:

- Developed and maintained website features and functionalities using programming languages such as HTML, CSS, and JavaScript
- Collaborated with project managers and designers to ensure seamless integration of web-based projects
- Conducted testing and debugging to ensure the optimal performance of websites

Achievements:

- Successfully launched a new web-based application for a client, resulting in a 50% increase in traffic to their website
- Streamlined website navigation and boosted user experience by implementing intuitive design techniques

Software Engineer

Less than 1 year of experience

Responsibilities:

- Developed and maintained software applications using programming languages such as Java and Python.
- Collaborated with team members to identify and troubleshoot software issues and bugs.
- Participated in code reviews and testing to ensure high-quality software products.

Achievements:

- Successfully completed a project to develop a new feature for an existing software application, which was implemented and positively received by clients.
- Contributed to improving the efficiency of the development process by suggesting and implementing automation tools and techniques.

Virtual Assistant

2 years of experience

Responsibilities:

- Managed and organized daily administrative tasks for multiple clients remotely
- Coordinated and scheduled appointments and meetings between clients and their stakeholders
- Conducted research and provided necessary data and reports to clients as requested

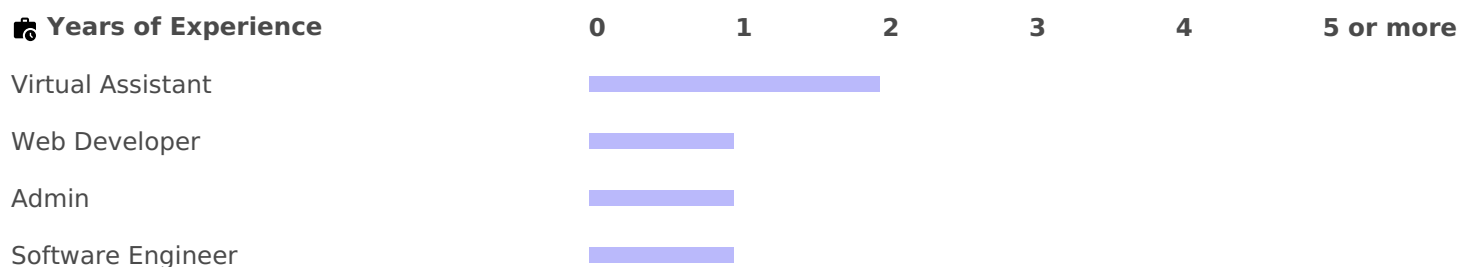
Achievements:

- Increased productivity of clients by streamlining their administrative processes and reducing their workload
- Successfully developed and implemented a client database system to efficiently manage client information
- Received recognition for excellent communication skills and ability to maintain positive relationships with clients

Education / Certificate

Latest Education: **High School Grad**

Experience Summary



Skills

File Management : Expert

Appointment Scheduling : Advanced

Email Marketing : Advanced

Customer Service : Advanced

Admin : Intermediate