

# DE SERIE MUREMBENI

## EXECUTIVE ASSISTANT

---

Harare, Zimbabwe | deserie.murembeni@gmail.com | +263 78 682 2358 | [LinkedIn](#)

---

### PROFESSIONAL SUMMARY

Results-driven Executive Assistant with over 3 years of experience providing high-level administrative and operational support to senior executives. Proven success in managing complex calendars, and streamlining processes to enhance executive productivity. Strong ability to anticipate needs, prioritise tasks and deliver under pressure.

---

### SKILLS

□ Calendar & Email Management	□ File & Cloud Management	□ Slack, Teams,
Zoom		
□ Online Research and Data Collection	□ Microsoft Office Suite	□ Jira,
Confluence, Asana		
□ Google Workspace	□ Social Media Management	□ CRM

---

### WORK EXPERIENCE

**Executive Assistant | Alpha Innovate** May

2022 - Present

- Acted as the primary liaison between the Director and internal teams, streamlining communication across engineering, product, and client-facing departments.
- Supported technology-driven operations by assisting with AWS account documentation, compliance reporting, and project coordination for cloud migration initiatives.
- Prepared executive-level presentations and reports using data from AWS dashboards, Jira, and internal analytics tools to support strategic decision-making.
- Leveraged productivity tools (Slack, Asana, and Confluence) to coordinate projects.

**School Secretary | Hoggerty Hill Early Learning Centre** January 2018 -

March 2022

- Served as the primary point of contact for students, parents, and staff, ensuring effective communication and support.
- Managed daily administrative tasks, including scheduling.
- Recorded and processed inquiries via phone, email, and in-person, ensuring timely follow-up.

---

### EDUCATION

**University of South Africa (UNISA) | Diploma in Administrative Management**

**St John's College |** International Baccalaureate Diploma