

Moses Baraka Munyaka Email: mbarakao@gmail.com Phone: +254 716 620 373

October 22, 2025

Human Resource Manager iNet Africa Nairobi, Kenya

Dear Hiring Manager,

I am writing to express my interest in the Personal Assistant position at iNet Africa. With several years of experience in administrative and executive support roles within dynamic organizations, I have developed strong organizational, communication, and multitasking skills that make me an excellent fit for this role.

In my previous role as an Administrative Officer, I managed executive calendars, coordinated meetings, and oversaw both administrative and logistical operations. I have consistently ensured that office processes run smoothly, deadlines are met, and leadership teams are supported effectively. I am highly skilled in handling confidential information, preparing professional correspondence, and organizing travel and event logistics with precision.

I also take pride in using productivity tools such as Google Workspace, Microsoft Office Suite, and Trello to stay organized and manage multiple priorities simultaneously. My proactive approach, attention to detail, and ability to anticipate executive needs allow me to provide seamless support and contribute to overall organizational efficiency.

I am eager to bring my professionalism, reliability, and initiative to the iNet Africa team, supporting leadership in achieving the company's goals. I would welcome the opportunity to discuss how my skills and experience align with your needs.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Yours sincerely, Moses Baraka Munyaka