PHARIS NJOROGE

Executive Assistant | Data Specialist

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# Professional Summary

Highly proactive and tech-savvy Executive Assistant with 3+ years of experience supporting remote executives in fast-paced, data-driven environments. Adept in managing calendars, coordinating meetings, and streamlining administrative processes using tools like Google Workspace, Microsoft Office, and CRM platforms. Strong background in data analysis, reporting, and visualization using Power BI, SQL, Excel, and Tableau.

# Key Skills

* Calendar & Email Management (Gmail, Outlook)
* Scheduling & Meeting Coordination (Zoom, Google Meet)
* CRM Management (Zendesk, HubSpot)
* Executive Communication & Client Support
* Data Analysis (Power BI, Excel, Tableau, SQL)
* Document Preparation & Reporting
* Microsoft Office Suite | Google Workspace
* Travel & Logistics Planning
* File & Workflow Management (Drive, OneDrive, Asana, Trello)
* Financial Reporting (QuickBooks, Excel)
* Data Entry, Cleaning & Dashboarding
* Excellent verbal and written communication

# Professional Experience

## Executive Assistant & Data Specialist – Renport Logistics (Remote)

March 2022 – April 2025

* Provided high-level executive support, including calendar coordination, inbox triaging, meeting scheduling, and document management.
* Built and maintained structured reports using Power BI and Excel for executive decision-making.
* Managed CRM data, performed customer communications, and created monthly performance summaries.
* Organized remote meetings, prepared agendas, and ensured prompt follow-ups.
* Used SQL and Power Query to support data extraction for logistics reporting.

## Remote Data Annotator – Yandex AI (Freelance)

January 2020 – January 2023

* Conducted 2D/3D data labeling for machine learning models.
* Transcribed and cleaned text datasets for NLP use.
* Delivered consistently accurate annotations under tight deadlines.
* Collaborated on international AI projects using web-based annotation tools.

## Freelance Data Annotator – Remotasks

January 2019 – December 2020

* Labeled image and text datasets.
* Performed sentiment analysis for search engine optimization projects.
* Maintained accuracy across short-turnaround annotation tasks.

# Education

BSc. Actuarial Science – Kenyatta University (Expected 2025) | Second Class Honors

Moi Forces Academy – Nairobi | KCSE: A– (76 points)

# Languages

English: C2

Swahili: Native

# Projects Highlight

* Customer Sales Analysis – Used Power BI to analyze sales patterns, helping improve sales strategies.
* US Airbnb Analysis – Built Tableau dashboards to support investment decisions based on property trends.
* Production Cost Optimization – Cleaned and joined datasets using Power Query to identify profitable stores.