

Experienced Secretary transitioning to Assistant Manager role

Experienced Secretary with strong office administration, schedule management, and communication skills. Proven ability to multitask and organize effectively. Seeking to leverage these skills in an Assistant Manager role, with a focus on teamwork and delivering excellent customer service.

Work Experience

Secretary

Kiunga Building And Construction Ltd

March 2013 - Present

Managed office administration tasks effectively. Coordinated schedules and facilitated communication. Demonstrated strong multitasking and organizational skills. Worked collaboratively in a team environment to deliver excellent customer service.

Secretary

Construction Company

January 2013 - July 2024

Food and Beverage Department

Kengeles Restaurant

January 2006 - December 2009 • Nairobi

Handled food and beverage operations. Ensured safe food handling practices. Managed cash transactions efficiently. Demonstrated strong time management and decision-making skills.

Food and Beverage Department

Kengeles Restaurant

January 2003 - December 2005 • Nairobi

Managed food and beverage operations. Ensured safe food handling practices. Managed cash transactions efficiently. Demonstrated strong time management and decision-making skills.

Food Production

PanAfric Hotel

January 2000 - December 2002 • Nairobi

Attachment Food and Beverage Department

Hilton Hotel

January 1998 - December 1999 • Nairobi

Education

Utalii college

High School

September 2000 - Present • Nairobi

Received comprehensive training in hospitality management. Developed strong skills in customer service and team management.

Career Training center

Certificate, Certificate in Computer Operations

January 2020 - December 2023

Acquired a Certificate in Computer Operations. Developed strong computer skills, including proficiency in Microsoft Office Suite.

Utalii College

Food and Beverage

January 2012 - December 2016

Food and Beverage

Mahiga Girls' Secondary School

Certificate, Kenya Certificate of Secondary Education K.C.S.E

January 1994 - December 1997

Kenya Certificate of Secondary Education K.C.S.E

Mahiga girls secondary school

Certificate, Kenya Certificate of Primary Education

January 1986 - December 1993

Kenya Certificate of Primary Education

Skills

Decision Making

Team Management

Customer Service

Time Management

Persuasive Speaking

Active Listening

Safe Food Handling

Cash Management