

KOKI MULWA

PERSONAL ESSAY

VIRTUAL ASSISTANT SERVICES

DATE

24 JANUARY 2020



ABOUT ME

My name is Koki Mulwa. I am currently pursuing an MBA at the United States International University-Africa, in the evenings.

My studies are concentrating on Global Social Sustainable Entrepreneurship and Strategic Management. I was employed for a period of four years, from 2015 to 2019 before taking a break from full time employment to pursue my further studies.



WHY SHOULD YOU CONSIDER ME?

I currently work on a part time basis as a virtual assistant offering virtual support remotely as this complements my current schedule very well. My core competencies include:

- Attention to detail.
- Excellent time management skills and delivery as per agreed on deadlines.
- International work standards and ability to relate with people from various cultural backgrounds.
- Knowledge of applications and websites that make virtual support services for myself and the client easier. These include: **Trello, Canva & Hootsuite.**

CONTRIBUTIONS IN A SIMILAR CONTEXT

AON Kenya Insurance Brokers Limited, Provider Relations Intern

I provided support and was instrumental to AON when the government launched a medical cover for the Teacher's Service Commission. I handled numerous phone calls through the switchboard from teachers who called AON with inquiries on their medical cover.

This required a thorough knowledge of the in-patient and out-patient cover, the limits and health-care facilities that could be accessed by teachers across the country.

Lexo Energy Kenya

I joined the start-up one month after its incorporation. Due to the dynamics of a start-up and inability to hire several staff from the onset, I manned the reception whilst taking up administrative duties that included: responding to general emails, receiving company calls, setting up meetings on behalf of the C.E.O based in the Netherlands and Managing Director based in Kenya among several other duties before the company went on to hire a receptionist and I progressed to other responsibilities.

Vivo Energy Kenya, Marketing Intern

I directly reported to the Country Marketing Manager. I was responsible for organizing his marketing calendar and scheduling marketing meetings and appointments.

The role required support with follow-up calls to external stakeholders of the marketing department that included service providers and staff of the creative agency, Scanad, that we regularly worked with for marketing support.

Vivo Energy Kenya, Commercial Administrative Assistant

Directly reported to the Shell and Vivo Lubricants Kenya General Manager, Commercial Manager and the B2C Manager.

Responsible for their calendar management, scheduling meetings, conference planning, handling traveling and accommodation logistics for the entire team that comprised of 60 people.

CONTRIBUTIONS IN A SIMILAR CONTEXT

Virtual Assistant, Chilombo Global Career Services

As a freelancer, or independent consultant, my services today include:

- Administrative support
- Creating tailored business proposals and power-point presentations
- Copywriter and content writing services –
- Creating social media flyers and blurbs
- Business social media pages management
- Responding to business emails as a proxy

I look forward to working with you and **creating value** for your companies as I have gathered invaluable professional experience to date that makes me a great hire for an administrative role.



**SAVE PRECIOUS TIME ON
ADMINISTRATIVE TASKS !**

A Virtual Assistant can help you with:

- Data entry
- Manage client work
- Administrative Support
- Create tailored proposals
- Book hotel and flight reservations
- Copywriter and content writing services
- Personal & Business calendar management
- Create power-point presentations, as assigned
- Business social media management: LinkedIn, Instagram, Facebook & Twitter
- Respond to your business emails as a proxy

Contact:

Kokimulwa@gmail.com

+254 705980509

