**RACHAEL**

**RACHAEL.372184@2freemail.com**



**PERSONAL DETAILS**

Nationality: Kenyan

Gender : Female

Visa Status: Visit Visa

Visa validity: 11/11/2017

***Areas of expertise***

*Office management*

*Minute taking*

*Report writing*

*Performance appraisals*

*Budget control*

*It skills*

*Report writing*

*Presentations*

*Diary management*

 **Professional Summary**

Versatile Administrative Manager who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Adept at coordinating meetings and conference calls planning itineraries and designing detailed spreadsheets. Focused on ensuring efficient office operations through effective management methods.

 **PROFESSIONAL EXPERIENCE**

 **Key resource service limited- Gulf recruiting firm- Kenya**

 **(Qatar Aircraft catering, Pepsi Co-Qatar, National Aviation- Kuwait,**

 **Enoc Group, Magic planet, Golden Tulip- Dubai, Bin Mirza- Oman)**

 **2016-2017- Human Resource and Administration Manager**

* Managed and operated a matrix of skilled candidates for future placements.
* Prepared office budget necessary looking on the budget allocated to the office ie stationary and office equipment.
* Precisely followed all steps of hiring process including but not limited to ensuring fair hire
* Receiving emails from employers and job details
* Carrying out clerical work such as printing scanning documents and photocopying
* Fixing the interview dates with the employers and the candidates
* Evaluating the candidates and calling up for the interviews, keeping record of the responses.
* Receiving resumes in both soft and hard copies from the candidates and later shortlisting the resumes based on skills
* Building and maintaining a successful book of business using various recruiting methods such as cold calling, company website posting, referrals and social media
* Orienting the selected candidates on various procedure such as medicals, employment visas, passport check out

**Universal Corporation limited- Kenya**

**Iso certified international pharmaceutical company**

**(United Nations, chemoquip, kemsa)**

**2011-2015- Personal Assistant**

* Managed the commercial head complex diary and frequently booked his internally
* Handled incoming and outgoing correspondence, including emails and faxes
* Typed documents ie, letters and printed and scanned clients’ accounts statements
* Checked mails and frequently responded on behalf of the commercial head
* Organized personal and professional calendars and supplied reminders of meetings and events
* Screened telephone calls and inquiries and directed them as appropriate
* Attended business and board meetings and took minutes
* Place orders on office stationery and equipment at a budget made from not less than two vendors.
* Developed and maintained alert system for upcoming deadlines on incoming requests, projects and events
* Produced reports ie, sales report, Sales analysis, account report for clients using the ERP and Tally applications

 ***Computer skills***

* *MS Word, Excel*
* *Power point, Access*
* *Outlook*
* *Emails*

***Areas of Expertise***

* *Client satisfaction.*
* *Team Player*
* *Computer literate*
* *Ability to prioritize*

**Academic Qualifications**

2008- 2010 Diploma in communication & Public Relations

2015- Certificate in Customer Care

2001- 2005- High school Education

**Key Languages**

English

Kiswahili

 **Referees**

**Will be availed upon request**