



PART 1: ABOUT ME

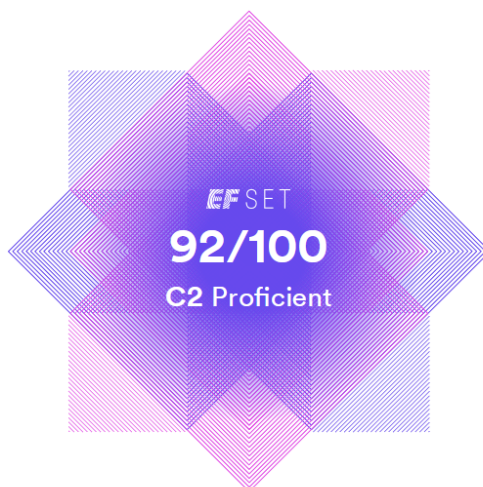
Winnie K

Virtual Assistant since: Oct 2019
Location: Nairobi, Kenya
Gender Pref: F
Preferred Time Zone: PST, EST, CST, MDT, MST

CORE VALUES

Commitment	Professionalism	Personal Development	Quality	Proactive
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ENGLISH PROFICIENCY



To see the full results, [click here](#)

GET TO KNOW ME

I'm Winnie Kamau, a highly organized and efficient Executive Assistant with over six years of experience supporting executives across diverse industries. My background includes roles at Prialto, Mizizi Africa Homes Limited, and MUA Insurance, where I honed my skills in managing complex schedules, travel logistics, client relations, and financial operations, consistently delivering precise and efficient support.

I'm passionate about empowering executives to focus on strategic priorities by expertly handling daily details, from international travel and meeting coordination to sensitive information management. My experience has cultivated strong communication skills, discretion, and the ability to build lasting relationships with clients and stakeholders. In my free time, I love embracing the outdoors and adrenaline-pumping activities like ziplining..

PERSONALITY TYPE

Archetype: Gorilla [click to learn more](#)

Gorilla



Strengths:

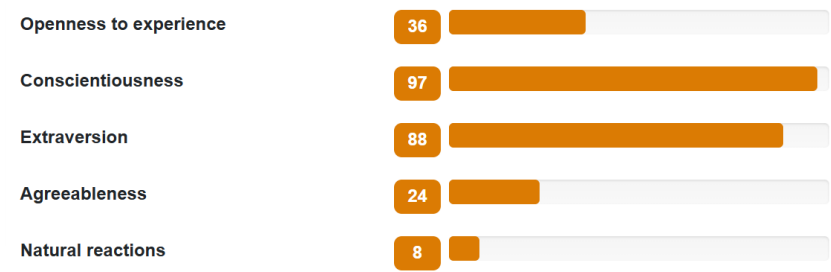
- Excellent at planning and organizing, creating stable environments.
- Cares deeply about people and solutions, ensuring workability.
- Focuses on clarity, preferring straightforward and concise communication.
- Values accountability and follows through on responsibilities.
- Strong sense of responsibility, often takes charge in difficult situations.
- Strategic, future-oriented thinker, good at long-term planning.

Weaknesses

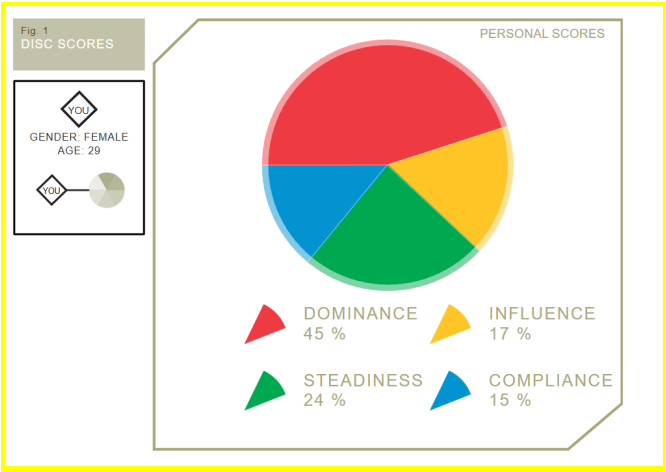
- May struggle to adapt when plans don't go as expected.
- Can be overly serious, dismissive of humor in tense situations.
- Strong preference for order can lead to rigidity or control issues.
- Dislikes ambiguity, may become impatient with creative or abstract thinkers.
- Prefers straight-talking, which can come off as insensitive.
- Sometimes slow to act, as they

	prioritize detailed planning over spontaneity.
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Big 5 - [click here to access the report](#)



DISC - [click here to access the report](#)



HOBBIES & FUN

In my free time, I enjoy outdoor activities like zip lining and other adrenaline pumping adventures, as well as reading, traveling, participating in community work, and socializing with friends.

HOME IT

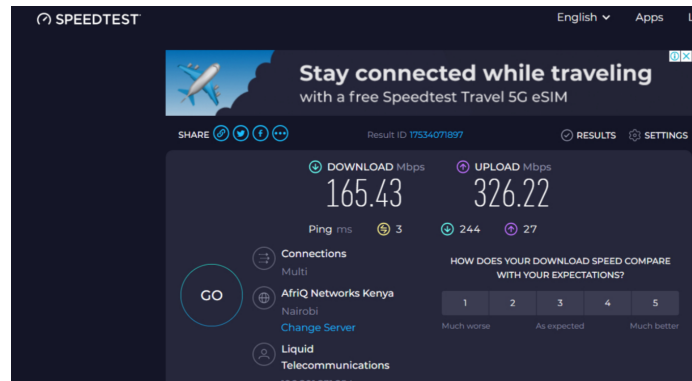
Computer Specs:

- HP EliteBook i7 (10th Gen)
- Chip: Intel Core i7-10750H (6-core, up to 5.0 GHz)
- Memory: 8GB or 16GB DDR4 RAM
- Storage: 256GB, 512GB, or 1TB SSD

Wifi / Internet

- Internet Primary:
 - Download speed: Up to 165 Mbps

- Upload speed: Up to 326 Mbps



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- Internet Backup: Mobile hotspot and proximity to modern cafe's
 - Download speed: 100 Mbps
 - Upload speed: 50 Mbps

PART 2: MY TOP SKILLS

TOP SKILLS

- | | |
|---|--------|
| ● Underwriting & Risk Assessment: | 9/10 |
| ● Customer Relationship Management (CRM): | 9/10 |
| ● Financial Reporting: | 9/10 |
| ● Portfolio Management: | 8.5/10 |
| ● Compliance & Regulatory Knowledge: | 9/10 |
| ● Data Entry & Document Management: | 8.8/10 |
| ● Communication & Negotiation: | 9/10 |
| ● Problem-Solving & Analytical Skills: | 8.7/10 |

SOFT SKILLS

- | | |
|----------------------------|--------|
| ● Self-Management: | 9/10 |
| ● Detail-Oriented: | 9.5/10 |
| ● English Writing Ability: | 9/10 |
| ● English Spoken Ability: | 8.5/10 |
| ● Team Collaboration: | 9/10 |
| ● Confidence: | 8.5/10 |

AI SKILLS

- | | |
|-----------------------|--------|
| ● ChatGPT: | 8/10 |
| ● AI Images: | 7.5/10 |
| ● AI Audio and video: | 7/10 |
| ● AI Presentations: | 7/10 |

SOFTWARE/TECH SKILLS

• QuickBooks:	9/10
• SAP:	8.5/10
• Microsoft Excel:	9/10
• HubSpot CRM:	8.5/10
• Google Workspace:	9/10
• Trello, Asana, Monday.com:	8/10
• Atlassian	8.5/10
• Canva:	8.5/10
• Zoom, Teams:	9/10
• Outlook Calendar, Google Calendar, Calendly:	8.5/10
• Smartsheet, Aha:	8/10
• Zoho, Fireflies, Otter AI:	7.5/10
• Indeed, LinkedIn:	8/10

PART 3: WORK I HAVE DONE IN THE PAST 12 MONTHS

Admin & Executive Support

- **Inbox Management:** Managed email correspondence, prioritized urgent matters, and ensured timely follow-ups for executives using **Outlook**, **Gmail**, and **Zoho CRM**.
- **Expense Management:** Processed and reconciled expenses, prepared reports using **Gusto** and **QuickBooks**, and ensured alignment with budgetary guidelines.
- **Travel Booking:** Coordinated international and local travel, including **flights**, **hotel bookings**, **dinner reservations**, and **car transfers** using platforms like **Booking.com**, **Airbnb**, and **Expedia**.
- **Meeting & Conferencing Support:** Scheduled and organized meetings using **Zoom**, **Teams**, and **Google Meet**, including providing support for **conference calls** and ensuring proper logistics and documentation.
- **Minutes Writing:** Attended meetings and took detailed minutes, ensuring all discussions and action items were captured accurately for distribution.
- **CRM Support:** Managed client databases, ensured accurate and timely data entry, and generated reports using **HubSpot CRM**, **Zoho**, and **Salesforce**.
- **HR functions**, job advertisement posting, hiring employees and filing payroll
- **Document Management:** Updated and maintained financial and operational documents using **Google Workspace** (Docs, Sheets) and **Smartsheet**.

Customer Support & Communication

- Answered inbound calls and resolved customer queries related to underwriting and policy details.
- Provided pre-sale consultations via email and phone, ensuring a smooth onboarding process for potential clients.

- Maintained positive relationships with intermediaries and customers by providing prompt and efficient support.

Lead Generation & Social Media

- **LinkedIn Lead Mining:** Identified potential leads and built relationships with intermediaries.
- **SEO & Content Marketing:** Applied SEO strategies to improve website visibility and assist in lead generation.
- Managed **Facebook, Instagram, Twitter**, and **LinkedIn** pages, creating content, engaging with followers, and ensuring brand consistency.
- Managed **social media analytics** using tools like **Hootsuite** to monitor online performance.

Web & Funnel Builders

- **GoDaddy:** Assisted in creating and maintaining websites and landing pages for business purposes.
- **Aha & Smartsheet:** Coordinated project timelines, ensuring all initiatives were tracked and executed according to plan.
- **Basic HTML & CSS:** Designed landing pages and customized web content to improve client engagement.

Multimedia & Graphic Design

- Created visually engaging presentations, reports, and promotional materials using **Canva**.
- Produced basic graphic designs to support internal communications and client presentations.

PART 4: EDUCATION

- **Diploma in Insurance (Module II)** | College of Insurance, IIK | 2023
 - **Bachelor's Degree in Business Management (Finance and Banking Option)** | Moi University | 2nd Class Upper Honors
 - **CPA (Section 2)** | KASNEB | Ongoing
 - **KCSE** | Our Lady of the Assumption Tawa Girls | B+
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PART 5: WORK EXPERIENCE

Executive Administrative Assistant

Prialto | October 2019 - Present | Remote

- **Manage social media content and engagement**, creating and designing articles while overseeing the admin panel on Notion, Instagram, and Twitter for Guide Human.
- **Efficiently manage complex executive calendars**, scheduling meetings across multiple time zones while ensuring optimal time management.
- **Oversee high-volume inbox management**, prioritizing urgent emails and streamlining communication for executives.
- **Coordinate seamless travel arrangements**, including flights, hotels, dinner reservations, and ground transportation for global executives.
- **Administer expense management processes**, preparing detailed reports and reconciling receipts using Gusto and QuickBooks.
- **Enhance CRM operations**, managing client data and tracking engagement in HubSpot, Zoho, and StayFi to drive business relationships.
- **Plan and execute high-level meetings and events**, including conference calls and virtual meetings via Zoom, Microsoft Teams, and Google Meet.
- **Document key business discussions**, drafting meeting minutes, tracking action items, and ensuring follow-up with stakeholders.
- **Prepare professional business documents**, perform high-accuracy data entry, and design impactful presentations using Google Workspace and Canva.
- **Optimize project tracking and workflow management**, utilizing Asana, Monday.com, Smartsheet, and Notion to meet deadlines and deliverables.
- **Manage and maintain business websites and online platforms**, leveraging expertise in GoDaddy, Squarespace, Shopify, and Furnished Finder.
- **Oversee booking and reservation systems**, ensuring efficient management through Booking.com.
- **Support strategic product and project initiatives**, leveraging Aha for roadmap planning and execution.
- **Streamline office and virtual workspace operations**, utilizing Avanta to enhance efficiency and organization.
- **Execute high-priority administrative tasks and special projects**, ensuring seamless business operations.
- **Provide top-tier communication support**, handling client and team interactions via email, phone, and chat with professionalism and discretion.
- **Demonstrate exceptional organizational skills, attention to detail, and time management**, driving operational excellence in a fast-paced environment.

Senior Accountant

Mizizi Africa Homes Limited | December 2023 - September 2024 | Nairobi, Kenya

- Managed financial transactions, prepared detailed reports (Income Statement, Balance Sheet), and ensured statutory compliance using **QuickBooks**.
- Coordinated payroll and reconciled accounts while assisting in budget preparation.
- Performed month-end closing and followed up on reconciling items.

Underwriter

MUA (Mauritius Union Assurance), Nairobi, Kenya | November 2022 – November 2023

- **Executive Support & Coordination:** Assisted in managing administrative tasks such as scheduling meetings, ensuring timely communication between departments, and maintaining smooth operational workflows.
- **Risk Assessments & Documentation Management:** Coordinated and managed the issuance of insurance policies, preparing documentation and ensuring proper filing of reports, all while maintaining confidentiality and accuracy.
- **Client Relations & Communication:** Managed customer queries and liaised with agents, intermediaries, and clients to ensure timely policy issuance, fostering strong relationships and effective communication channels.
- **Data & Records Management:** Oversaw the maintenance of accurate data and records, including valuation reconciliation, policy renewals, and premium collections, ensuring that all reports were up-to-date and easily accessible for management.
- **Report Preparation & Analysis:** Prepared monthly valuation and status reports, ensuring the leadership team had the necessary information to make informed decisions, highlighting areas for improvement, and tracking progress against set timelines.
- **Process Improvement & Efficiency:** Contributed to improving operational efficiency by adhering to turnaround times (TAT) for policy issuance, ensuring adherence to KYC and anti-money laundering guidelines, and optimizing internal workflows for smoother business operations.
- **Financial & Budgeting Support:** Reconciled accounts, ensured accurate financial records, and assisted with financial planning and reporting tasks, ensuring all financial documents were processed accurately and on time.
- **Coordination of Administrative Operations:** Worked cross-functionally with various teams, managing renewal notices, premium collections, and the preparation of client-facing communication, aligning with company objectives and client needs.

Senior Accountant

Skylimit Management Consultants | March 2020 - October 2022 | Nairobi, Kenya

- Prepared financial statements, conducted cash flow forecasts, and processed payments.

- Managed reconciliations and ensured compliance with tax filings.
- Collaborated with internal teams to optimize financial policies and processes.

Accountant

Mjengo Limited (Malbros) | October 2017 - February 2020 | Nairobi, Kenya

- Managed accounts payable, receivable, processed payments, and coordinated audits.
- Ensured tax filings were accurate and on time, streamlining customer collections and supplier remittances.

Accountant

Gomeh Power Backup Systems (K) Ltd. | October 2016 - September 2017 | Nairobi, Kenya

- Reconcile supplier statements, managed project payments, and tax compliance.
- Audited invoices, resolved discrepancies, and processed payments.

Intern

National Health Insurance Fund, Nairobi, Kenya | October 2015 – December 2015

- **Administrative & Organizational Support:** Assisted in general office duties such as scanning, merging, and filing documents, bookkeeping, ensuring efficient document management and easy access to important information.
- **Customer Service & Front Desk Operations:** Provided front desk support, handling customer inquiries and ensuring smooth communication between clients and the organization, delivering a positive experience to beneficiaries.
- **Claims Processing & Financial Reporting:** Supported the claims processing team by assisting with the payment of general and hospital claims, contributing to the accuracy of financial records and ensuring timely processing of claims.
- **Data Entry & Records Management:** Managed and updated client files and financial documents, supporting accurate record-keeping and efficient retrieval of information as needed.
- **Team Collaboration & Communication:** Worked alongside the financial reporting team to assist with bank reconciliations, ensuring seamless communication and support across departments to meet operational goals.

TO SCHEDULE INTERVIEW, PLEASE EMAIL ME AT:

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