

NELSON MUCHONJI BIFWOLI



Contact

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Email:
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Languages

Proficient English
Native Swahili
Basic German

Links

LinkedIn:
<https://www.linkedin.com/in/nelson-muchonji-bifwoli>

GitHub:
<https://github.com/nessKenya>

Summary

Assistant Administrator | Virtual Assistant | Web Developer

Self driven and committed administrative assistant with proven work record in the field. I have the ability to coordinate and effectively handle multiple tasks efficiently. Am familiar with office equipment's with skills in answering phones, emailing, presentations and binding. I handle highly sensitive information in a strictly confidential manner. I enjoy seamless communication with clients, and vendors in a professional manner. I can work with a variety of people and personalities.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Professional Writer
- Email Management
- Team player
- Innovative
- Service-focused
- Fast Learner
- Interpersonal

Experience

Administrative Assistant – December 2019 to Present

Onestop Property Management, (Manage Juja City Mall)

- Prepare invoices and distribute among the tenants
- Received receipts
- Prepare Financial Records
- ETR Tax filling
- Suggested Efficient manner of ensuring up to date tenant information
- Suggested the installation of hand sanitizers on strategic key points before COVID-19
- Efficient with computer applications in performing data entry and updating.

Virtual Assistant – June 2020 to Present

Hangomatic Home Decor, Remote

- Marketing
- Manage social media accounts
- Keep and update records

Missionary – Jan 2018 to Dec 2019

The Church of Jesus Christ of Latter day Saints, Ghana

Education

Mobile Web Specialist Certificate: **Google Africa Developers Scholarship with Pluralsight and Andela**, Anticipated Dec. 2020

Certificate: **BYU-Pathway Worldwide**, Anticipated Dec. 2020