

JACKLINE MUTUKU

EXECUTIVE ASSISTANT

Nairobi, Kenya

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SUMMARY

A result-oriented Executive Assistant with administrative experience in managing administrative tasks. Equipped with the ability to facilitate support in day-to-day functions by working collaboratively with C-level administrative to boost efficiency and productivity.

EDUCATION

KENYA INSTITUTE OF MANAGEMENT – KENYA
PURCHASING AND SUPPLIES MANAGEMENT

January 2015 – January 2017

ALX AFRICA
2024

August 2024 - October

VIRTUAL ASSISTANCE

VOLUNTEER

Present

Executive Assistant

Auto Dan Spares Part and Accessories

- Manage professional and personal scheduling for the CEO.
- Draft, review, and send communications on behalf of company executives.
- Coordinate travel arrangements
- Organized meeting schedules, prepared agendas, and took minutes during board meetings.
- Handled confidential information and prepared executive-level reports and presentations.
- Streamlined administrative process, leading to a 15% reduction cost in operational costs.

WORK EXPERIENCE

Administrative Intern

June 2020 - Sept 2020

Kwale County Government – Kwale, Kenya

- Developed a more efficient filing system and customer database, increasing efficiency by 80%.
- Maximized time and effectiveness by managing an office Calendar.
- Follow attainable project timelines and keep the team on task to complete according to the schedule.
- Execute various administrative tasks, including travel arrangements, scheduling, submission of expense reports, and email management.
- Ascertained and preserved the confidentiality of all company communications.
- Efficiently administered a variety of accounting activities such as preparing expense reports, purchase orders, and invoices every week.

Procurement Intern

August 2020 - May 2022

Kwale County Government

- Provided purchased materials to the responsible receiving office and did all actions to complete the process.
- Received and inspected goods from the supplier to ensure conformance to order specifications, quality, and quantities.
- Maintained and updated a list of Suppliers and their qualifications, delivery times, and potential future development.
- Carried out price surveys and maintained price lists for routinely purchased items from preferred vendors and ensured prices charged by suppliers were the market price.

SKILLS

Attention to detail	Effective Communication	Project Coordination
Prioritization	Organizational	Problem-solving
Adaptability	Time management	Confidentiality

EXPERTISE

Travel Arrangements	Email Management	Scheduling
Calendar Management	Research	Document Management
Appointment Setting	Booking and Itineraries	File Maintenance

LANGUAGES

Kiswahili - Native	English - Expert
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