



# EMMANUEL KIPCHIRCHIR

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Email & Calendar Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

## TOOLS

Asana  
Zendesk  
Microsoft Office  
Microsoft Excel  
Trello

## PERSONAL PROFILE

A Virtual **Assistant** with 3 years experience in various tasks. A tech-savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team-based and independent capacities.

## WORK EXPERIENCE

### FREELANCE VIRTUAL ASSISTANT

[Skyline Group Company](#) | 2022 - 2024

- Maintained positive work ethic and commitment to providing excellent service.
- Prepared reports and presentations.

### CUSTOMER SERVICE REPRESENTATIVE/SALES ASSISTANT

[Puresafe Company Ltd.](#) | 2021 - 2022

- Team Management
- Prepared detailed reports
- Answered inquiries, and resolved issues related to deliveries.

[Verbit.ai](#) | 2020 - 2021

- Social Media Management
- Community Engagement
- Proofread transcripts for accuracy and clarity.
- Facebook Ads
- Use of software tools for the transcription process.

## EDUCATION HISTORY

[Kenyatta University](#)

- Bachelor of Finance and Economics, 2023
- Volunteer, ALX- Learner Xperience.
- Member, Kenyatta University Students Association.
- Member, Student Helpdesk