

# Paul Mwanzia Musembi

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LinkedIn: [www.linkedin.com/in/paul-mwanzia-644a9819b](https://www.linkedin.com/in/paul-mwanzia-644a9819b) | Portfolio: <https://transsltd.github.io/Paul/index.html>

## Professional Summary

- Efficient and adaptable Administrative Assistant with strong skills in administrative support, project management, and research. Proficient in tools like Google Workspace, Trello, and Canva, with a proven track record of improving productivity and communication.

## Experience

Jan 2024 – Pres. **Precision Consulting PLC.**

**Las Vegas, United States**

### Research Analyst

- Conduct in-depth data analysis for research projects, providing actionable insights to clients.
- Develop and refine research methodologies to enhance accuracy and client outcomes.
- Prepare detailed reports and presentations for diverse audiences, ensuring clarity and professionalism.

Apr 2020 – Nov 2023. **Elikam Hyper Stores Ltd**

**Kenya**

### Administrative Assistant

- Organized and maintained the CEO's calendar, prioritizing critical tasks and deadlines.
- Coordinated meetings, ensuring all participants were informed and prepared.
- Streamlined office operations by implementing efficient systems and procedures.
- Managed correspondence, filing, and handling confidential information with discretion.
- Communicated effectively with stakeholders to resolve issues promptly.

May 2019 – Mar 2020. **Parliament of Kenya**

**Kenya**

### Office Administrator Intern

- Organized and maintained the CEO's calendar, prioritizing critical tasks and deadlines.
- Coordinated meetings, ensuring all participants were informed and prepared.
- Streamlined office operations by implementing efficient systems and procedures.
- Managed correspondence, filing, and handling confidential information with discretion.
- Communicated effectively with stakeholders to resolve issues promptly.

## Education

Jul 2024 - Aug 2024 **ALX Africa**

**Nairobi, Kenya**

Virtual Assistant Training

2016-2021 **Technical University of Mombasa – TUM**

**Mombasa, Kenya**

Bachelor of Business and Office Management – Office Administration

## Core Skills and Competencies

- Administrative Expertise: Calendar management, meeting coordination, correspondence, and record keeping.
- Technical Proficiency: Google Workspace, Microsoft Office, Trello, Asana, Slack, Zoom, Canva, QuickBooks, Xero, and CRM tools.
- Project Management: Prioritizing tasks, managing deadlines, and ensuring efficiency.
- Communication: Strong verbal and written skills for effective client interaction and stakeholder engagement.
- Data Analysis: Advanced research methodologies and actionable insights.
- Social Media Management: Content creation, scheduling, and engagement tracking.

## Certifications and Achievements

- Virtual Assistant Certification (ALX Africa)
- Employee of the Year 2022, Elikam Hyper Stores Ltd

## References

### 1. Samantha Kariuki

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