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## CURRICULUM VITAE

**Full Name:** Morgan Muriithi

**Phone:** +254 740 413 113

**Email:** morganmuriithi62@gmail.com

**Location:** Embu

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## PROFESSIONAL PROFILE

Highly organized and customer-focused professional with several years of hands-on experience providing administrative, front-desk, and remote client support services. Adept at managing high-volume communication, maintaining accurate records, and delivering excellent customer service in fast-paced environments.

Exceptionally skilled in Microsoft Excel, Word, and digital office tools, with proven experience serving international clients through freelance platforms including Upwork and Fiverr. Known for professionalism, discretion, reliability, and strong interpersonal communication. Seeking to contribute efficiency, courtesy, and operational excellence as a Receptionist at **Neema Health Care Services**.

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## CORE COMPETENCIES

- Front Desk & Visitor Management
- Professional Telephone & Email Handling
- Patient / Client Reception & Scheduling
- Microsoft Excel, Word & Office Tools
- Data Entry & Record Management
- Customer Service Excellence
- Time Management & Multitasking
- Confidential Information Handling
- Digital Communication Platforms
- Problem Solving & Initiative

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## PROFESSIONAL EXPERIENCE

### Freelance Administrative & Virtual Assistant

### **Self-Employed | Remote | 2022 – Up to Date**

- Provided administrative and customer support services to multiple international clients across diverse industries.
- Managed emails, calendars, spreadsheets, documentation, and client communications efficiently.
- Maintained accurate data records using Excel and cloud-based tools.
- Delivered consistent, high-quality service resulting in repeat contracts and positive client feedback.
- Demonstrated strong confidentiality, professionalism, and attention to detail.

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### **Client Support & Administrative Assistant**

#### **Various Private Clients | Remote | 2023 -2025**

- Handled client inquiries, appointment coordination, and document preparation.
- Supported workflow organization, file management, and reporting.
- Maintained clear communication across different time zones and cultures.
- Ensured deadlines were consistently met with high accuracy.

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### **EDUCATION**

#### **Certificate of Information, Communication and Technology**

**Kangaru Vocational Training Centre**

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### **TECHNICAL SKILLS**

- Microsoft Excel
- Microsoft Word
- Google Workspace
- Email & Calendar Systems
- Data Entry & Reporting Tools
- Online Collaboration Platforms

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### **PERSONAL ATTRIBUTES**

- Professional and courteous demeanour
- Strong verbal and written communication
- Highly dependable and punctual
- Fast learner and adaptable
- Excellent organizational skills

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## **REFEREE**

**Name:** Mr. Richi Mine

**Position:** Data Scientist

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**Email:** ncmine001@gmail.com

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