

## PRISCILINE MUKHWANA

Phone:0768601435

|Email: priscilinemukhwana@gmail.com

Location:Nairobi Kenya.

### Professional Summary

A highly organized and reliable personal assistant with strong administration, communication, and time management skills. Experienced in coordinating office operations, handling confidential information, multitasking in fast-paced environments while maintaining professionalism and efficiency.

### Core Competencies

- professional communication (Email and phones)
- Calendar & travel management
- Confidential Correspondence
- Meeting & Travel Coordination
- Minute Taking & Report Writing
- Office & Document Management
- Stakeholder Communication
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Time Management & Prioritization

### Professional Experience

Silver Springs Hotel, Nairobi Kenya.

From 15th October, 2018 to 15th December, 2018

- Handled confidential documents with professionalism and discretion
- Supported daily office operations and administrative functions
- Coordinated meetings, workshops and office events
- Acted as the first point of contact for internal and external stakeholders
- prepared correspondence, reports, presentations and meeting agendas

Buchenya Girls Secondary school, Kakamega county. As per 9th September 2019 to 30th November, 2019.

- Maintained filing systems (Physical and electronic)

- Managing incoming emails and visitors  
- Making requisitions

The Sigalagala National Polytechnic 2021 July.

Kenya Certificate of Secondary Education  
Ibokolo secondary school.  
Year 2016.

### Personal Attributes

- Highly organized and professional
- Strong communication and interpersonal skills
- Discreet and trustworthy
- Ability to work under pressure
- Results-driven and proactive

### References

Buchenya Girls Secondary ,  
Dr. Tabitha Okama,  
Chief principal/BOM Secretary.

Silver Springs Hotel,  
Catherine Johns,  
Human Resource Management.