

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.

- InMaintained filing systems (Physical and electronic)
- Managing incoming emails and visitors-Making requisitions

EducationThe Sigalagala National Polytechnic2021 July.

Kenya Certificate of Secondary EducationIbokolo 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.