

MARY WANJIRU NDUATI

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CAREER PROFILE SUMMARY

Highly skilled Senior Executive Administrator with experience in executive support, office management, corporate communications, and stakeholder engagement. Adept at coordinating high-profile events, managing vendor contracts, and optimizing corporate operations. Proven ability to streamline executive workflows, enhance team productivity, while executing strategic business initiatives. Passionate about delivering high-impact administrative solutions that drive organizational efficiency and brand positioning. Seeking a leadership role to leverage my expertise in corporate communications, executive support, and project coordination.

EDUCATION BACKGROUND

- Bachelor of Mass Communication: Busoga University; April 2013 to September 2016.
- Computer Packages: Mathematics Association of Nairobi University; September 2013
- Kenya Certificate of Secondary Education: Batian Christian School; January 2009 to November 2012

PROFESSIONAL COURSES

- Alison Courses (CPD Certified) – Executive Assistant Skills certification; May 2023
- Business Development Skills and Soft Skills: Yusudi Limited Kenya; September 2018

KEY SKILLS AND COMPETENCIES ACQUIRED

- Executive Support: Successfully provided executive support to the CEO and Board of Directors and efficiently worked directly with the CEO, scheduling meetings, flights, and other appointments.
- Regional and Inter-Regional Coordination: Cooperating with regional teams within the organization to promote seamless communications, meetings and event coordination.
- Internal & External Events Coordination: Planning and managing on-site and off-site event, such as lunches, coffee breaks, in-house celebrations, and initiatives to promote a healthy work atmosphere.

- Office Management: Experienced in general office administration roles such as; interacting with guests, keeping official records, processing, sorting, and routine outgoing and answering phone calls and direct callers to the appropriate party ensuring the smooth running of office operations.
- Client's Relationship and communication expertise: Experienced in building client relationships that aimed at retention of clients/ partners through utilizing my people skills.
- Proposal writing and budgeting: Experienced in writing and managing budgets as required.
- Vendor and Contract Management: Effectively coordinating and overseeing vendors and contractors both internally and externally, as well as in the CEO's office.
- Attention to Detail: Ability to accurately ensure that every duty I undertake I pay close attention to details and captures all the valuable information.
- Flexibility: Ability to Juggle between different roles and adapt to different circumstances.
- ICT Competence: Adept in navigation Microsoft Office suite, emails, and the internet.
- Delegation: Ability to motivate others and assign duties while training.

WORK HISTORY

Senior Executive Assistant to the Group CEO | Securex Africa | Sep 2024 – To date

Main Focus:

- Executive support: Offering support to the group CEO, three Director's, Chairman, and board of directors
- Operations oversight: Overseeing operations on behalf of the CEO while working closely with nine heads of departments.
- Stakeholder management: Handling all internal and external correspondences.
- Strategic planning and execution: together with the strategic director, ensuring the strategic plan is executed.
- Administration support: Booking flights, managing meeting, minutes recording, booking meeting, travel coordination.
- Marketing: Ensuring all company events are done properly in line with the companies' standards.

Key Achievement:

- Strategic initiative implementation - spearheaded the launch of Securex Safety Foundation expanding outreach and community impact.
- Process optimization and efficiency- reduced executive response time by 35% by implementing streamlined communications strategies.

Senior Executive Assistant/ Manager Executive Office | Semiconductor Technologies Limited | Jan 2022 – Aug 2024

Main Focus:

- Overseeing office operations across all departments, while managing the Communications department.
- Office Operations & Communications: Oversee office functions across departments and manage the Communications department.
- CEO Support: Act as the CEO's first point of contact, handling inquiries, managing diaries, and controlling access.
- Meetings & Events: Plan, organize, and attend meetings, events, and conferences, ensuring the CEO is well-prepared.
- Documentation: Prepare reports, presentations, briefing papers, and correspondence.
- Travel & Logistics: Arrange travel, visas, and accommodations.
- Research & Analysis: Conduct background research and present findings.
- Budgeting & Expenses: Manage accounts, budgets, and expense filing.
- Delegation & Decision-making: Represent the CEO by making decisions and delegating tasks in their absence.
- Digital Marketing: Supervise social media marketing and oversee the monthly newsletter.

CSR Coordinator | Semiconductor Technologies Limited (HWET Foundation) | May 2022 – Aug 2024

Main Focus:

- Ensuring the program/event achieves stated objective. "MAKING THE VULNERABLE INVULNERABLE THROUGH TECHNOLOGY".

Key Achievements:

- Oversaw the entire lifecycle of an awarded grant of \$500,000 while managing budget allocation, tracking and record keeping
- Championed ISO 9001:2015 certification ensuring adherence to policies and procedures.
- Planned and coordinated high profile corporate events, ensuring seamless execution and adhere to company standards.
- Introduced Project Management software that was adapted by the company, ensuring easy tracking of daily objectives and ensure efficiency.
- Formulated CSR policies enabling more outreach and organization.

- Developed and built corporate communications work structure that rebranded the companies' image.
- Strengthened management team enabling flow of information and efficiency.
- Re-organized the managing Director's filing system to enable easy retrieval of documentation.

Personal Assistant to CEO | Young Rich TV (D&R Studios) | March 2021 – Oct 2021

Main Focus:

- **Calendar & Travel Management:** Oversee diary management (Outlook proficiency required), arrange business travel (flights, hotels, car hire), and maintain the CEO's planner.
- **Administrative Support:** Reconcile monthly expenses, handle ad hoc paperwork and duties, and provide executive support to the CEO and Board of Directors.
- **HR Administration:** Manage contracts, offer letters, personnel files, and liaise with HR on disciplinary matters.
- **Event & Project Coordination:** Organize corporate/staff events and conduct research for CEO projects as needed.

Key Achievement

Ability to identify and prioritize activities that lead to a goal.

Executive Assistant to CEO & Fund Manager/Social Media Manager | Gold Avenue Africa | October 2018 – To Feb 2021

Main Focus:

- Proactively and timeously organized and managed the MD calendar to optimize tasks and workflow with meeting schedules and deadlines for information and documentation.
- **Calendar and Scheduling Management:** Work directly with the CEO, managing meetings, flights, and appointments. Optimize the MD's calendar to align tasks, workflows, meeting schedules, and deadlines.
- **Administrative Support:** Perform minor accounting duties, replenish office supplies, and uphold the company's image at the front desk.
- **Customer Relationship Coordination:** Collaborate with the Senior Management Team to coordinate the CEO's outreach activities and nurture ongoing relationships.

- Project and Portfolio Support: Facilitate special projects in areas like Communications, Logistics, and Energy while managing data integrity for investor relations.
- Client and Social Media Engagement: Build client relationships to generate sales and promote the company's services on social media platforms (e.g., Facebook, Instagram, LinkedIn, Twitter, WhatsApp Business).
- Multitasking Expertise: Manage three distinct roles with strong attention to detail and organizational skills. (Executive Assistant, Front Desk Manager and Social Media Manager).

Key Achievement

- Maintained a customer satisfaction rate of 95% since 2019- 2021.

Digital Marketer & Customer Service Associate | Oak Studio Limited | Sep 2017 – Feb 2018

Key Achievements

- Together with the CEO we developed and implemented new E-marketing strategies.
- Over the period I worked at Oak studio increased clientele by 40%.
- Sent 50+ cold E-mails daily managing to set up appointments.

OTHER PAST EXPERIENCES

Volunteer – Mentorship4Excellence – 2019 to date

Volunteer: Red Cross Karen Langata Branch; March 2018 to August 2018

Intern- News Reporter R-FM (Uganda); May 2016 to July 2016

REFEREES

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