

Rose Sylvia Njambi Muthoni

Phone + 254-725483981 | Address: 676 Ngara road, Nairobi -Kenya. | Email: rosesilvia19@gmail.com

PROFILE SUMMARY:

Highly organized Administrative Professional with 5+ years supporting executives in international organizations. Proven ability to streamline office operations, manage complex schedules, and deliver accurate documentation under pressure. Trusted for discretion, efficiency, and results that improve productivity and stakeholder satisfaction.

CORE COMPETENCIES:

- Executive & Administrative Support
- Calendar & Meeting Management
- Correspondence Drafting & Proofreading
- Minute-Taking & Report Preparation
- Filing Systems & Records Management
- Travel & Logistics Coordination
- Event & Conference Planning
- Office Administration & Clerical Support
- Procurement & Expense Tracking
- Stakeholder & Visitor Management
- Confidential Information Handling
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), SharePoint

WORK EXPERIENCE:

Office manager: August 2024-to present. Falmall Limited

- Managed executive calendars and meeting schedules, coordinating 40+ appointments monthly and ensuring zero conflicts.
- Drafted, proofread, and managed correspondence, reports, and briefing notes for senior leadership.
- Coordinated domestic and international travel logistics, reducing booking errors and saving in travel costs.
- Implemented improved filing and document tracking systems, cutting retrieval time by 30%.
- Supported confidential office communications and prepared executive briefing folders for meetings.

Programme Assistant Data and Research: March 2024 – to July 2024. International Organization for Migration (IOM) Nairobi – Kenya.

- Provided administrative and logistical support for research and data programs.
- Coordinated workshops and meetings with 200+ participants, preparing documentation and logistics.
- Drafted and proofread reports, ensuring accuracy and timely submission to donors and partners.
- Maintained project records and correspondence, ensuring compliance with internal guidelines.

Security Training Assistant: September 2023- to February 2024 at International Organization for Migration (IOM) Nairobi – Kenya.

- Coordinated 20+ training sessions, preparing logistics, participant lists, and briefing materials.
- Managed procurement and financial processes, ensuring accurate payment and expense tracking.
- Drafted official correspondence and maintained filing systems for training documentation.
- Organized staff travel and security clearance arrangements in coordination with headquarters.

Administrative Assistant: March 2022 – September 2023 at International Organization for Migration, (IOM) Nairobi – Kenya.

- Provided comprehensive administrative support for a team of 40+ staff.
- Scheduled and coordinated 200+ meetings annually, preparing agendas, minutes, and follow-ups.
- Handled recruitment and HR processes including contracts, leave tracking, and onboarding.
- Processed procurement requests and monitored office expenditures, ensuring budget compliance.
- Maintained filing and records management systems, both physical and electronic.

Risk Communication and Community Engagement Intern: May 2021- February 2022 at International Organization for Migration, (IOM) Nairobi – Kenya.

- Drafted and edited communication materials, briefs, and talking points for senior management.
- Coordinated donor and partner meetings, handling logistics, documentation, and reporting.
- Managed project documentation and monitored communication workflows.

- Supported events, workshops, and trainings with up to 300+ attendees.

Administrative Coordinator Volunteer: January 2019 – September 2020

National Government Constituency Development Fund- North Kinangop, Nairobi – Kenya.

- Coordinated office schedules and managed records to support local government projects.
- Organized logistics for community events and stakeholder visits.
- Prepared and updated reporting systems, ensuring compliance with regulations.
- Assisted in developing and reviewing work manuals and office procedures.

EDUCATION BACKGROUND:

Master's degree, in International Relations and Diplomacy

Kenyatta University, Nairobi – Kenya(On-going)

Bachelor of Arts Degree in Communications and Public Relations

Karatina University, Kenya