Zeddy Jelimo

+254726310943

zeddyjelimo40@gmail.com

 Objective

Detail-oriented and self-motivated professional with a Bachelor of Education in Arts (Accounting Major) seeking a challenging position where I can leverage my academic background, strong interpersonal skills, and diverse experience in supervision, social media management, and virtual assistance.

 Education

Bachelor of Education Arts (Accounting Major)

\*Business Studies and Geography Teacher\*

University of Nairobi

September 2018 - May 2022

Business Management Course

Royal School Of Business

January 2018 - April 2018

 Professional Experience

Social Media Manager (Freelancer)

Amazing Propertieske, Kamano Property Management, Clayton Movers

January 2024 - Present

- Developed and executed social media strategies to increase brand awareness and engagement.

- Created and managed content calendars, ensuring consistent and timely posts across platforms.

- Monitored and responded to customer inquiries and comments on social media channels.

- Analyzed social media metrics and provided insights and recommendations for improvement.

- Collaborated with marketing teams to align social media efforts with overall business objectives.

- Managed advertising campaigns to promote properties and moving services, optimizing for performance and budget.

Virtual Assistant (Freelancer)

January 2024 - Present

- Managed emails, calendars, and travel arrangements for clients, ensuring efficient scheduling and communication.

- Handled administrative tasks including data entry, document preparation, and customer support.

- Utilized CRM systems to maintain and organize client information and interactions.

- Conducted market research and provided detailed reports to support business decisions.

- Assisted with project management, tracking deadlines and deliverables to ensure timely completion.

- Proficient in Microsoft Office and Google Workspace for time tracking.

Supervisor and Marketer

The Collective Limited

June 2023 - October 2023

- Managed workflow and supervised employees, promoting teamwork.

- Hired and trained new staff, resolving disputes, and evaluating performance.

- Implemented new ideas, fed stocks into the system, and maintained accurate records.

- Encouraged communication and coached new employees, fostering a positive work environment.

- Executed advertising campaigns and promotions through various channels such as social media and email marketing.

- Managed the restaurant's online presence, including website optimization and social media engagement.

- Built and maintained relationships with customers through loyalty programs and personalized communications.

- Conducted market research to stay updated on industry trends and inform marketing decisions.

- Tracked and analyzed marketing performance metrics to measure the effectiveness of campaigns.

Cashier

Big Square Restaurant

July 2022 - May 2023

- Managed transactions, collected payments, and issued receipts.

- Resolved customer complaints, cross-sold products, and maintained checkout areas.

- Achieved 'Employee of the Month' award for excellence in work procedures and service.

- Balanced cash drawer efficiently and provided quick services, increasing customer satisfaction.

Tutor (Homeschooling)

IGSCE Curriculum

November 2021 - March 2022

- Tracked student progress, prepared materials, and communicated with parents.

- Assigned homework, taught various subjects, and observed students' learning.

Sales Representative

Safaricom Company

April 2019 - March 2020

- Identified prospective customers and penetrated sales in designated areas.

- Liaised with suppliers, monitored market trends, and prepared sales reports.

- Attended trade shows and promoted the company's brand, achieving monthly sales quotas.

Sales Representative

Remo Chemical Company

March 2018 - June 2018

- Promoted and sold pharmaceutical and chemical products.

- Explained benefits to customers and estimated service costs.

- Distributed drug samples, discussed product characteristics with healthcare professionals, and achieved sales targets.

Skills

- Adept at developing long-term relations with customers and vendors.

- Goal-oriented, highly organized, and self-disciplined.

- Ability to work under minimal supervision and multitask efficiently.

- Hardworking, flexible, obedient, and a team player.

- Strong interpersonal, time management, and leadership skills.

- Proficient in Microsoft Office, Google Workspace, CRM systems, and Hubstaff.

 Extra Curriculum Activities

Tata Cybersecurity Security Analyst Job Simulation on Forage

February 2024

- Completed a job simulation involving identity and access management (IAM) for Tata Consultancy Services, collaborating with a Cybersecurity Consulting team.

- Acquired expertise in IAM principles, cybersecurity best practices, and strategic alignment with business objectives.

- Delivered comprehensive documentation and presentations, showcasing the ability to communicate complex technical concepts effectively.

 Referees

1. Solomon Muthagari

 Collective Manager

Email: muthaigas@gmail.com

 Phone: 0728491092

2. Dr. Maurice Manana

 Lecturer, Eldoret University

 Phone: 0722826400 / 0708213141

3. Dr. Mwachiti Mohamed

 Accounting Lecturer, The University of Nairobi

 Phone: 0721887347

4. Dr. Ngaruiya Bonface

 Lecturer, The University of Nairobi

 Phone: 0705947794