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**Fatuma Abdi Tari**

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**Professional Profile and Areas of Expertise**

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A highly skilled, meticulous Virtual Assistant with the ability to deliver great support and ensure assignments are finished on schedule and with the utmost confidentiality. Over 3 years of experience in the Administrative and Office Management field and extensive experience in the coordination, planning, and support of daily operational and administrative functions. Always aims to surpass all client expectations in fast-paced, virtual environments by adhering to established policies and standards. Extensive experience in establishing an efficient, structured work environment in which I can thrive at devoting my time to providing superior client care, resolving problems, and cultivating relationships to guarantee loyalty and growth. Distinctive skill set combining exceptional organizational/administrative abilities with a commitment to total client satisfaction

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**Skills**

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- ❖ Calendar management
- ❖ Data Entry
- ❖ Multiple Project Management
- ❖ Office Management and organization
- ❖ Business Development
- ❖ Customer service
- ❖ Document Preparation
- ❖ Microsoft package
- ❖ Communications (written and verbal)
- ❖ Interpersonal skills
- ❖ proofreading
- ❖ Detail Oriented,
- ❖ Quick learner,
- ❖ Easily adaptable.

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**Professional Experience**

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**July 2020- to date**

**Active in Development Aid, Programs coordinator.**

Key deliverables included:

- ❖ Support planning and coordination of a program and its activities
- ❖ Ensure implementation of policies and practices
- ❖ Monitor project budget and track expenditures/transactions
- ❖ Handle the project related financial administration
- ❖ Manage communications through media relations, social media etc
- ❖ schedule and organize meetings/events and maintain agenda
- ❖ Create presentations, summaries and helping materials to ensure better

- communication and company-wide understanding of the program
- ❖ Keep updated records and create reports or proposal

### **November 2018- June 2019**

#### **National Land Commission, Valuation and taxation Directorate.**

Key deliverables included:

- ❖ Provide administrative support for executive level staff.
- ❖ Oversee a wide variety of administrative functions, supporting Executive level projects.
- ❖ Arrange travel, process expense reports, records management, and special projects.
- ❖ Create a monthly budget and salary reports and various other Project Manager responsibilities.
- ❖ Compiled and analyzed data from monthly reports to prepare directors presentations to Executive management.
- ❖ Developed and maintained office procedures, and handled multiple tasks in a professional and organized manner.
- ❖ Provide assistance to businesses seeking to grow and expand their businesses.

### **April 2018 – September 2018**

#### **National land commission, land use planning directorate.**

Key accountability included:

- ❖ Monitoring the adherence of the National government, Counties, Agencies and Communities to standards and guidelines for development control in their execution of land use plans
- ❖ Scrutinizing land alienation plans for public land to ensure they are in line with the provisions of the law
- ❖ Making recommendations on plans submitted by management bodies for approval by the commission following a review of their compliance to the provisions of the law
- ❖ Conducting research on matters relating to land use planning at inter-county and county and make recommendations for continuous improvement as assigned
- ❖ Reviewing land use action plans for specific assigned projects such as residential housing schemes, industrial estates and recreational facilities and make recommendations on their suitability
- ❖ Collecting land use planning information and emerging issues and provide feedback to inform land use guidelines and standards
- ❖ Providing technical and professional assistance to counties and other agencies in implementing land use planning policies, strategies, standards and programmes
- ❖ Maintaining of an up to date inventory of existing plans prepared by the national and county governments
- ❖ Assist in preparing implementation of guidelines and regulations for management of public land
- ❖ Conduct research on land suitability and make recommendations on land acquisition and land banking

### **January 2018 to March 2018**

#### **Research Assistant, i-CMiiST**

Key accountability included:

- ❖ Providing general administrative support to the project.
- ❖ Drafting reports, letters, proposals, educational and promotional materials (flyers, posters, etc.).
- ❖ Networking with and engaging the existing and potential project stakeholders and

partners.

- ❖ Maintaining and updating social media and website from time to time, and as may be required.
- ❖ Developing social media content, planning social media activity and scheduling activity across Facebook, Twitter and Instagram.
- ❖ Writing monthly blogs, preparing presentations and facilitating workshops.
- ❖ Carrying out desk research.
- ❖ Recruiting data collectors.
- ❖ Coordinating data collection and supporting site analysis.
- ❖ Supporting the development of design principles.
- ❖ Supporting the preparation of workshops.
- ❖ Supporting the preparation of urban dialogue.
- ❖ Leading the design competitions.
- ❖ Coordinating digital storytelling and documentary development with the other partners
- ❖ Supporting temporary installations and coordinating with the placemaking week team.
- ❖ Supporting participatory mapping

### **August 2017 to December 2017:**

#### **INTERN AT NAIROBI CITY COUNTY**

##### 1. REGULARIZATION DEPARTMENT

Key deliverables includes:

- ❖ Used Internet access to research real estate properties for investors across the country to purchase.
- ❖ Created databases and spreadsheets to organized properties.
- ❖ Updated investor accounts and information on a daily basis.
- ❖ Managed incoming and outgoing phone calls.
- ❖ Communicated with investors via phone or email on a daily basis.
- ❖ Communicated with owners regarding home and loan status.
- ❖ Created and maintained a large client base by meeting needs and providing exceptional customer service.

##### 2. URBAN DESIGN AND DEVELOPMENT DEPARTMENT.

Key deliverables includes:

- ❖ Calculate prices to be paid by advertising companies that have high impact advertising boards in the county.
- ❖ Manage email inbox, responding to emails as necessary based on specific guidelines provided by the county
- ❖ Receive and make telephone calls on behalf of the county as required
- ❖ Provide customer service to the clients, by answering any questions they might have about it advertising their business

### **Jan 2016 to April 2017.**

#### **Assistant Project coordinator: Model street public space project (DANDORA)**

Key deliverables includes:

- ❖ Prepare presentations for workshops and technical team meetings.
- ❖ Work in close collaboration with program partners to ensure that project operations are well communicated.
- ❖ As required, facilitate field visits to the project site for staff members, donor representatives and other guests
- ❖ Ensure the effective and efficient use of all Making cities together resources in order to

keep costs low and undertake regular spot-checks and monitoring of expenses claims and other costs incurred locally.

- ❖ To research and propose new methods of engaging the public in the projects
- ❖ Responsible for the overall preparation of building workshops
- ❖ Review budget utilization against project performance and coordinate with the finance manager to ensure accurate and timely financial reporting.
- ❖ Ensure day to day monitoring and supervision of project activities.

#### **April 2016-December 2016: Nairobi Public space audit and documentation, UN-habitat**

Key deliverables included:

- ❖ Collect data on undocumented and documented public spaces in Kilimani, Kileleshwa, Dandora, Embakasi east and Embakasi west
- ❖ Input data into an app using GPS
- ❖ Work in close collaboration with the team to prepare and compile a report on the present state of public spaces in Nairobi after data analysis
- ❖ Attended team meetings with UN-habitat and collaborators

#### **Education**

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- Masters in Valuation and Property Management, University Of Nairobi ,2019 -To Date
- Bachelor of the Built Environment in Urban Design and Development, Technical university of Kenya ,2017  
-Attained second class upper division
- International Computer Driving License, Nairobi, 2013
- KCSE in The Kenya High School, Nairobi, 2012  
-Attained mean grade of A : 79%
- KCPE in Butiye primary school, Moyale, 2008  
-Attained 376/500 marks, Grade A-

#### **Computer Skills**

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- Microsoft Word – Expert
- Microsoft Excel – Expert
- Microsoft PowerPoint – Expert
- Microsoft Publisher – Expert

#### **Languages**

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- English – Fluent in written and verbal
- Swahili – Fluent in written and verbal

#### **References**

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Dr.Yusra Ali: Director, Active in development Aid  
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