

Virtual Assistant

Rahab Wairimu

**I provide remote assistance in day-to-day operations,
helping clients stay organized through administrative support,
workflow management,
and ongoing operational assistance.**

About Me



**With experience supporting executives, business owners and entrepreneurs,
I provide reliable remote support designed to make your day lighter.
Whether it’s handling administrative tasks,
research, data entry, or brand outreach
I work quietly in the background so you can stay focused on growing
your business without feeling stretched.**

Skills and Expertise

1. Administrative Support
2. Data Entry and Research
3. Project Assistance

Here are some of my key skills and areas of expertise:

As a Virtual Assistant, I bring a versatile skill set focused on efficient, professional, and proactive support.

4. Communication
5. Event Support
6. Tools and Platforms



TOOLS



mailchimp

slack

HubSpot

Linked in
SALES NAVIGATOR

Trello

monday.com

Samples of work



Brand Research & Partnerships



Outreach & Lead Generation Systems



Administrative & Calendar Management



Rahab Wairimu
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Ready to lighten your workload? Let’s chat!

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