





JASON MOGAMBI

ONLINE SPECIALIST



-  +254725-050-305
-  mogambijay@gmail.com
-  3031-40200, Nairobi-Kenya
-  www.jaymog.co.ke

PROFILE

I am a qualified and professional online specialist with over six years of experience in data entry, virtual assistant and content creation. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Data Entry
- Content Creation
- Virtual Assistant
- Appointment Setter
- Problem-Solving
- Computer Literacy
- Project Management expert
- Strong Communication

EXPERIENCE

DATA ENTRY CLERK

SafetyPlus Internation Company

2016 - 2018

- Prepares source data for computer entry by compiling and sorting information
- Maintains database by entering new and updated records
- Establishes entry priorities

VIRTUAL ASSISTANT

Mobius Security Systems

2019 - 2021

- Respond to emails and phone calls
- Schedule meetings
- Organize managers' calendars
- Perform market research.

CONTENT CREATOR

CJS Group of Companies

2022- 11/2022

- Research and plan out effective and engaging content ideas for industry related topics
- Optimize content according to SEO standards and principles
- Upload the latest content on social media platforms and website
- Ensure good website traffic and leads for our products
- Stay up to date with latest industry trends and practices

EDUCATION

SECONDARY SCHOOL

Gianchere Friends High School

2010 - 2014

BACHELOR OF COMPUTER SCIENCE

University of Nairobi

2014 - 2018