

Zipporah Matuku

Murang'a, Kenya

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Professional Summary

Motivated and detail-oriented Bachelor of Commerce (Accounting) student with strong skills in Microsoft Excel, Microsoft Word, Google Sheets, data entry, virtual assistance, and basic QuickBooks. Fast learner with excellent communication, organization, and time management skills. Committed to delivering accurate, high-quality remote work and eager to grow professionally.

Education

Bachelor of Commerce (Accounting)

Murang'a University of Technology

2024 – Present

Skills

- Virtual Assistance
- Data Entry
- Microsoft Excel
- Microsoft Word
- Google Sheets
- Basic QuickBooks
- Typing
- Communication Skills
- Time Management
- Attention to Detail

Certification

QuickBooks Basics Certificate (2025)

Languages

English – Fluent

Kiswahili – Fluent

References

Available upon request.