

## Contact

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(LinkedIn)

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(Blog)

## Top Skills

Microsoft Office

Customer Service

Photoshop

## Languages

English

Swahili

## Certifications

B2B Marketing on LinkedIn

Pitching to Investors

Certified Pool Operator Certificate

Certified Level II Swim Coach

Certified Swimming Instructor

# Anne Obure

Founder - Startups & Students Ltd. | Co-Founder - Ogelea Masters Africa | Silver Medalist - Singapore Masters Swimming Championships 2017 & 2018 | Founder - Yuana Enterprise | Board Member - Daisy Centre & School, Bukura  
Nairobi

## Summary

My passions: Enjoying everything I do. Seeking to make a difference everywhere I go.

My desires: seeing businesses grow; experiencing growth in different fields.

My greatest dream: To make every minute count in the most productive way possible, making use of the resources at my disposal.

My description: A fun – loving young lady, a vibrant explorer allowing my fingers to get burnt as I go by, a teachable spirit finding my way to every practical classroom, a perfectionist who can't settle for less.

My expectations: Exposure, mind – blowing knowledge, building relationships, being a team player, utilizing my talents, skills and strengths where need be.

My goal: Limitless!

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## Experience

Ogelea Masters Africa

Co-Founder

June 2015 - Present (5 years 8 months)

Startups & Students

Founder

November 2020 - Present (3 months)

Nairobi, Kenya

Cheriez Properties Limited  
Realtor  
April 2018 - March 2020 (2 years)  
Kenya

Genius Executives  
Customer Experience Manager  
September 2017 - April 2018 (8 months)  
Kenya

- Handling all the Customer User Inquiries
- Guiding the online users on our platform
- Overseeing the overall operations and supporting the sales team on scheduling appointments

Executive Virtual Assistant Ltd. (EVA)  
Chat Support Agent  
January 2017 - March 2018 (1 year 3 months)  
Nairobi, Kenya

- Providing timely response to website users through chat
- Maintaining client relationship for business and helping the sales team in achieving target by converting online queries
- Performing functions such as data entry, data management and data retrieval
- Using decision-making skills in responding for clients
- Suggesting, promoting and guiding users on user registration, complaints, refunds
- Responding to queries on the EVA chat platforms
- Making use of the system in searching for solutions
- Conversing with clients in a polite and professional manner
- Using discretion in providing information to clients
- Building up FAQs and knowledge base
- Providing feedback on user experience

Efex Group Ltd  
Assistant General Manager  
January 2016 - October 2016 (10 months)  
Syokimau

- Chairing weekly meetings with Subsidiary Company General Managers.
- Preparing periodic updates and sending them out to our clients.
- Coordinating company projects.

- Operational project restructuring of the various Eflex Group Arms which include:
  - o Eflex Consulting – Organize the various HR Officers heading our outsourced staff in all our assignments. Plan their leave days, monitor their off days, assign relievers when need be.
  - o Eflex Security Solutions – Conduct interviews and facilitate deployment of the security guards, procure their uniforms and train them on grooming and appearance, approve their payroll.
  - o Willclean Solutions – Ensure that all the assignments are facilitated with the required cleaning tools and detergents, approve payroll, conduct spot checks to ensure that our company standards are maintained.
  - o Eflex Logistics Ltd. – Provide and manage drivers for our clients, manage the various logistics teams that are providing supply chain management services our clients. Involved in procuring office equipment and supplies, managing payroll, generating weekly reports to the client and our Director.

Accomplishments:

- I played a major role in the birth of Eflex Logistics Ltd., the latest subsidiary under Eflex Group Ltd.
- Convinced a current supply chain management client to hand over their warehousing and transportation needs to Eflex Group Ltd. Thus a 50% increase to the company's monthly revenue.

### Eflex Consulting

#### Business Coordinator

October 2015 - October 2016 (1 year 1 month)

Mamlaka Rd.

- Supervising and managing departmental budgets.
- Office maintenance, supervision and organizing coordination meetings.
- Set up log in accounts for employees as well as employee database management.
- Manage daily office administrative issues.
- Organize and supervise daily correspondence.
- Serve as a liaison between employees, management and external clients.
- Coordinate Staff meetings, schedule staff shifts, off and leave days regularly.
- Train newly hired staff and arrange on the job trainings for the existing staff to enhance employee motivation and productivity.
- Constantly monitor the work performance of employees.

### Piano Centre

#### Office Manager

September 2010 - August 2015 (5 years)

Anniversary Towers, University Way, Nairobi, Kenya

- Maintained contacts with customers and agents.
- Resolved internal administrative problems.
- Maintained piano supply and inventory as well as other office related merchandise.
- Prepared quotations for prospective customers and sent out invoices to potential buyers.
- Handled company branding and compliance issues.
- Prepared and packaged sold goods in preparation for pick – ups and coordinated area deliveries.
- Performed ad – hock data entry tasks.

Pisces Fashion Photography Studio

Shoot Assistant

January 2009 - June 2009 (6 months)

- Organized fashion closets by ensuring that clothes were procured according to the shoot or event in question.
- Managed clothes and accessories returns to sponsors and stores.
- Coordinated the enlisting of stylists and makeover teams.
- Provided the models with an overview of the shoots.
- Provided styling assistance and ideas during the shoots.
- Managed models database.

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## Education

Kenyatta University

Bachelor's Degree, Business Studies and Sociology · (2004 - 2008)

The Kenya High School

High School, Secondary Education · (1999 - 2002)