



# Margaret Mburu

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**Gender**: Female **Date of birth**: 8 Aug 2000 **Place of birth**: Nairobi, Kenya **Nationality**: Kenyan

## ABOUT ME

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I am a highly motivated and detail-oriented professional currently training as a Virtual Assistant through the ALX program. I bring hands-on experience in fast-paced hospitality environments, where I developed strong organizational, multitasking, and time management skills. My background in culinary and household support has strengthened my ability to work under pressure, follow instructions carefully, and deliver quality service. I am eager to transition into a virtual workspace, where I can leverage my service experience, communication abilities, and developing administrative skills to support entrepreneurs and businesses remotely.

## WORK EXPERIENCE

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[ Jul 2024 – Dec 2024 ]

### **Chef Apprentice**

#### ***Chef Sarah's Kitchen***

**City**: Nairobi | **Country**: Kenya

I worked as a chef apprentice under the guidance of Chef Sarah in a busy hotel kitchen. I assisted in the preparation and cooking of various Kenyan and continental dishes. My responsibilities included preparing ingredients through chopping, marinating, and portioning, which supported the timely service of meals. I maintained a clean and safe kitchen environment by following food safety standards (HACCP), properly handling perishables, and participating in daily cleaning routines. I also learned and practiced plating and presentation techniques to enhance the visual appeal of meals. Additionally, I helped with inventory checks, restocking kitchen supplies, and reducing food waste by following proper storage methods. This experience strengthened my ability to work as part of a team and improved my time management and multitasking skills.

[ Dec 2021 – Mar 2023 ]

### **Laundry Assistant**

#### ***Al Rayan***

**City**: Doha | **Country**: Qatar

As a laundry assistant, I provided high-quality laundry services for walk in customers. I was responsible for washing, drying, ironing, steaming, folding, and organizing clothing and linens. I handled delicate fabrics and designer garments with care, following specific cleaning instructions to preserve their quality. I also ensured the laundry equipment was clean and functional, reporting any maintenance issues as needed. In addition, I helped organize wardrobes and managed the rotation of seasonal clothing. I followed a structured laundry schedule to meet the daily and weekly needs. Throughout this role, I maintained confidentiality, high hygiene standards, and professionalism.

## EDUCATION AND TRAINING

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[ Apr 2025 – Current ]

### **Virtual Assistant Program**

#### ***ALX Africa – 2025 Cohort***

**Country**: Kenya |

## SKILLS

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Microsoft Word | Microsoft Excel | Managing Tasks | Organizing Schedules | Manage Time