



**FAITH M.  
MUTHAMA**

**EXECUTIVE  
SUPPORT  
SERVICES**

# About Me

As an exceptional Executive Assistant, my vision is to empower leaders to achieve their highest potential by providing seamless, strategic, and anticipatory support.

My approach is rooted in understanding the unique needs of each executive, aligning with their goals, and proactively managing all facets of their professional lives to enable them to focus on strategic decision-making and innovation.

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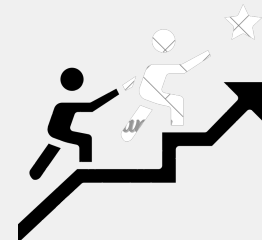
# Core Competencies



## **Strategic Partnership**

I cultivate deep, trusting relationships with you, positioning myself as a strategic partner who understands the nuances of your role.

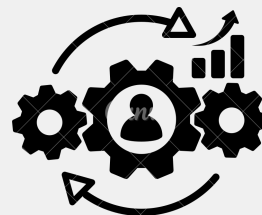
By aligning with your vision and priorities, I provide tailored support that enhances your effectiveness and organizational impact.



## **Proactive Leadership**

Anticipating needs before they arise is my hallmark. Whether it's managing complex schedules, preparing for critical meetings, or mitigating risks, I ensure every detail is accounted for.

My proactive approach enables you to navigate your responsibilities with clarity and confidence.



## **Operational Excellence**

I streamline workflows, optimize processes, and implement systems that enhance efficiency and productivity.

My expertise in leveraging technology and automation tools ensures that routine tasks are handled seamlessly, freeing up valuable time for strategic endeavours.

# Core Competencies



## **Communication Mastery**

Effective communication is at the core of my support. I ensure that all stakeholders are informed, aligned, and engaged.

From crafting compelling messages to managing internal and external communications, I ensure that your voice is consistently represented with clarity and professionalism.



## **Discretion and Integrity**

Handling sensitive information with the utmost confidentiality is non-negotiable. My commitment to discretion ensures that trust is always maintained.

My ethical approach fosters a secure and trustworthy environment for all interactions.



## **Project Management**

With a keen eye for detail and strong organizational skills, I adeptly oversee projects from inception to completion, ensuring deadlines are met and objectives are achieved.

# Why Choose Me

## Empowering Leaders, Transforming Organizations

### Experience

With a proven track record of success, I tag years of experience to every project I undertake. Clients trust in my expertise to deliver results consistently.

### Professionalism

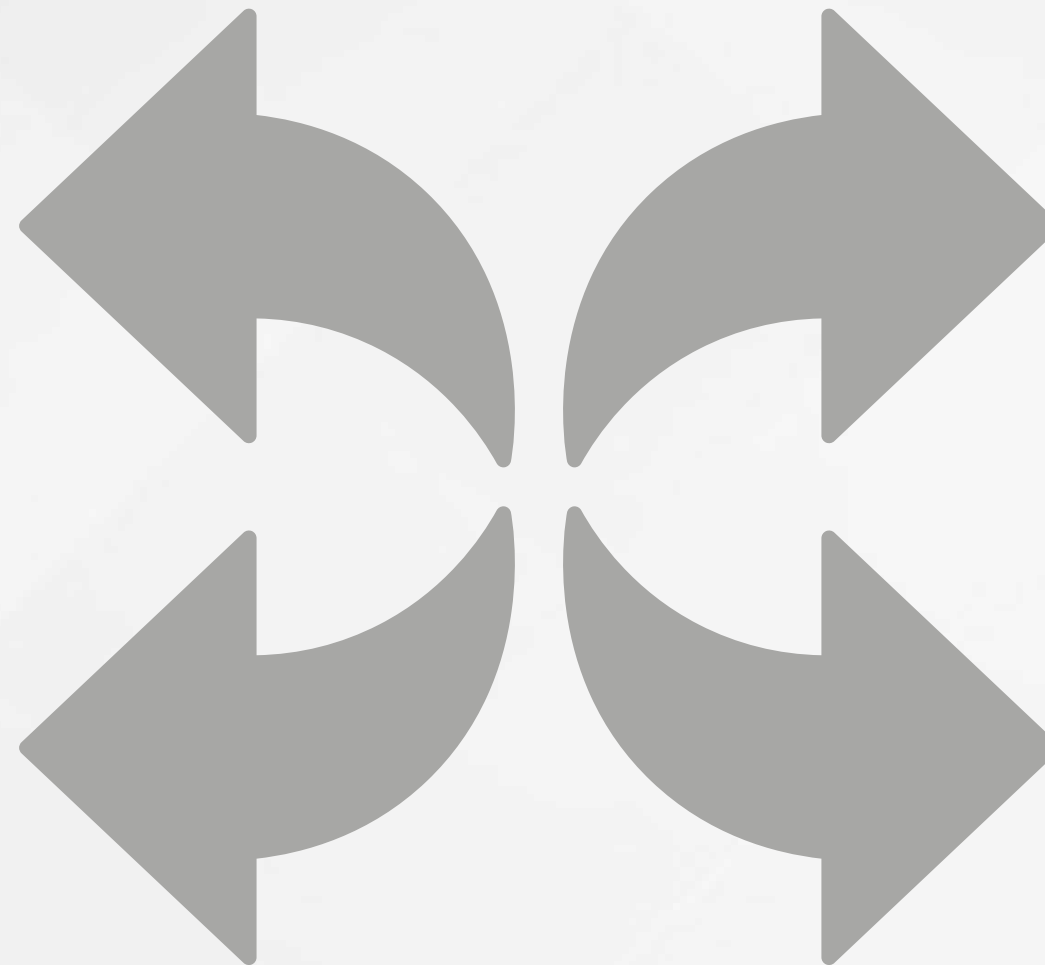
Upholding the highest standards of professionalism, I'm dedicated to representing my clients with integrity and excellence. From communication to execution, I embody professionalism in every aspect of my work.

### Reliability

I understand the importance of deadlines and reliability, and am committed to meeting and exceeding expectations, ensuring that clients receive the support they need, when they need it.

### Client Satisfaction

At the heart of my business philosophy is client satisfaction. I prioritize open communication, feedback, and collaboration to ensure that clients are not just satisfied, but delighted with the results.



# Clients Portfolio

**Empowering Leadership with  
Seamless Support.**

**A Better Life Homecare,  
CT (USA)**



**A Caring Heart Nursing  
Services LLC, MA (USA)**



**Bullion Consulting  
Limited**

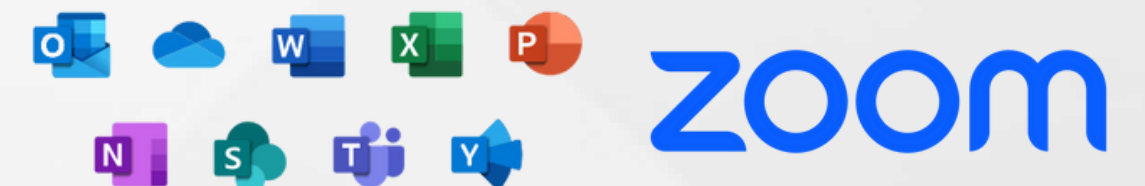


**Linkark Africa Group**

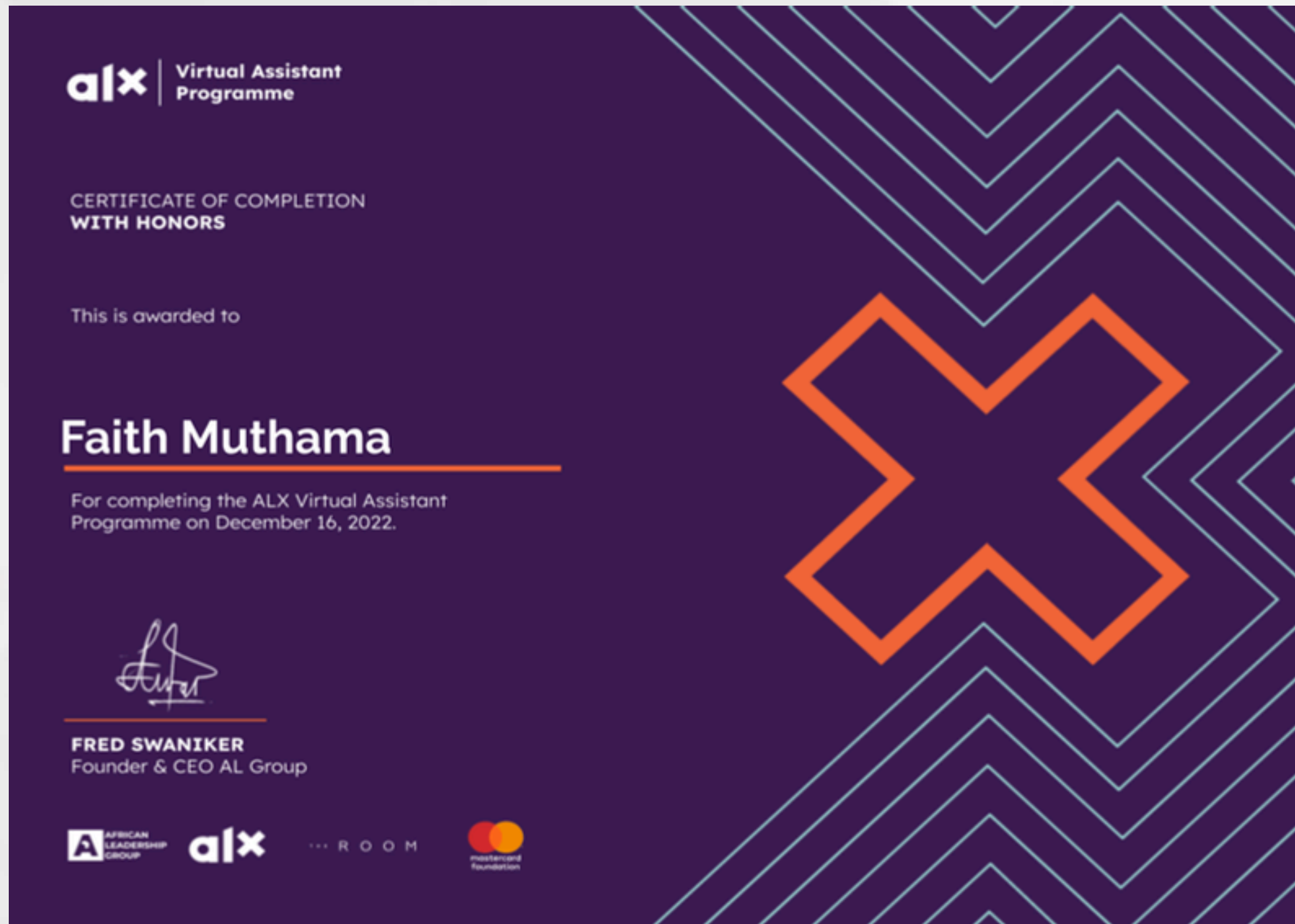




# My Tech Skills



# My Certificates



**Identification #:** cer-e0e06ea1-5544-46b9-82ba-0369f378

**Certificate Validation:**

<https://www.virtualbadge.io/certificate-validator?credential=cer-e0e06ea1-5544-46b9-82ba-0369f378>



# My Certificates



**Unique Certificate Code:** 264991-159-509-0486  
**Certificate Validation:** <https://www.ibm-institute.com/verify/>

**Course Title:** Creativity & Problem Solving  
**Certificate #:** 2162477  
**Organization:** Metropolitan School of Business & Management UK



# Philosophy & Approach

At the core of my approach lies a deep commitment to understanding the unique challenges and aspirations of each leader. I believe in a holistic, personalized methodology that integrates strategic insight with human-centered coaching. My aim is to empower executives to lead with authenticity, clarity, and purpose, transforming challenges into opportunities for growth and success.

# Reach Out



Ready to elevate your executive support experience? Contact me - Faith Muthama today to discuss your needs and explore how I can help you achieve your goals. Or Book an Appointment [Here](#).



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