



Farhana Praxy Agufa

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Objective

A performer and a determined lady on assigned task, with a great desire of learning the organization system to reach the competence required, completing and analyzing my daily, weekly, monthly job, providing solutions to challenges hence compiling the end results to help meet the mission and vision of the company.

Summary of Skills and Qualifications

- Ability to explain a service to a client offered by an organization.
- Ability to exercise leadership roles in a team when working on a project.
- Gained mindset to focus and understand a project explained to, so as to give the best product for the organization.
- Gained a mindset of meeting deadlines required by a client and organization as well.
- Good on interpersonal skills and professionalism required in the organization.
- Gained an all-round quality (able to multitask and easy adaptability to new jobs)
- Ensuring that I have signed needed records to enable smooth flow of work in the organization.

Education

- **African Center for Women, Information, and Communications Technology (ACWICT)**

Nov 2020 – March 2021

Computer Science

MTA Certification: Introduction to HTML and CSS

MTA Certification: Introduction to JavaScript

MTA Certification: Introduction to Python

- **Diploma, Summit Institute of Professionals, Nairobi**

July 2016 – May 2017

Accounting Technicians Diploma

- **Certificate, Geneive Computer College, Nairobi**

July 2007 - December 2007

Computer Basics

- **K.C.S.E, Lusengeli Secondary School, Vihiga**

January 2003 – November 2006

- Kenya Certificate of Secondary Education

Working Experience

❖ Cyber Attendant Muzdalifah Cyber, Nairobi

Aug 2019 - to Date

Duties & Responsibilities

- Typesetting and photocopying
- Teaching computer basic packages
- Lamination
- Binding
- Lidar Annotation

❖ Distributor at 4-Life Research Company, Nairobi

Dec 2017 – Nov 2018

Duties & Responsibilities

- Creating awareness of 4life products and its uniqueness to people.
- Scanning of patients
- Receiving and directing new clients to the 4Life office.
- Packaging and labeling purchased products with their prescriptions.
- Delivering the products to the clients' destination.
- Doing follow-up on patients already on the products to know what changes he/she has noticed.

❖ An Intern in Accounts and Finance Department Milimani Law Courts, Nairobi

Aug - Nov 2017

Duties & Responsibilities

- **Expenditure Section**
- Transacting payment of witnesses, interpreters, staff per Diem allowances etc.
- Updating the cashbook.
- Maintaining the judiciary vote book
- Ensuring that documents for payments are complete with orders, bond to attend court or approved by the appropriate personnel.
- Ensuring that the documents are examined, signed by the principal and deputy principal
- Receiving requisition and preparing imprest issuing payment as per the requisition
- Updating the imprest register

Revenue Section

- Making the daily cash analysis using the collection control sheet from the cash office
- Making forms and final collection control sheet to be attached to the receipt and bank slips to be surrendered.
- Recording the software collection control sheet manually to the four-copy collection control sheet.
- Surrendering the receipt books and bank slips to the supreme court
- Updating the mediators' payments

❖ Receptionist at Carolina for Kibera, Nairobi

March- July 2017

Duties & Responsibilities

- Receiving and Directing visitors
- Receiving and transferring calls
- Receiving and dispatching letters
- Making entries of monthly petty cash transaction
- Maintaining financial documents/ files
- Maintaining statutory documents.

❖ Casual Assistant Clerk at the Ministry of Information & Communication Department, Nairobi

Jan - May 2012

Duties & Responsibilities

- Compiling records dated back 1970s.

An Intern in Geneive Computer College, Nairobi

Sept- Dec 2007

Duties & Responsibilities

- Compiling college records
- Teaching computer packages
- Receiving college fees

Workshop

Basic Customer Skills, Generation Kenya, Nairobi

Learning Basic Skills in Customer/Client Approach and Attendance Skills.

Understanding Professionalism in a Work Place Setting.

Skills

Interpersonal Skill	Good Team Player	Communication Skills	Leadership Skills
Professionalism	Ability to Multi-task	Microsoft Office Suite	

Referees

1. Doreen Nkatha Gatobu.

Finance Manager.

Carolina for Kibera.

Tel: 0712 028364.

2. Laura Nga'ng'a.

Accountant

Milimani law court

Tel: 0722 589454

3. Edwin Waswa

Finance Officer

Carolina for kibera

Tel: 0706 689624

4. Benson Kimingiri

Tutor

ACWICT

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