

CHARITY BAHATI

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CAREER OBJECTIVE

Dynamic professional with expertise in UI/UX design, IT solutions, and optimizing office operations through resourcefulness and collaboration. Skilled in leveraging technical expertise and organizational abilities to drive innovation and contribute to team success within a forward-thinking organization.

PERSONAL ATTRIBUTES

- Strong problem-solving skills with a logical approach to complex challenges
 - Excellent communication and teamwork skills for effective collaboration with cross-functional teams
 - Proficient in programming languages, including Python and JavaScript (React Native)
 - Quick learner with the ability to adapt to new technologies and processes
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EDUCATION

Bachelor of Science in Computer Science

Maasai Mara University, Narok, Kenya

2019 – 2023

Second Class Honours, Lower Division

Kenya Certificate of Secondary Education

Maliku Girls' High School, Kitui, Kenya

2015 – 2018

WORK EXPERIENCE

Office Assistant

Vata creations Ltd, September 2023 – Present

- Coordinating and managing daily office operations to ensure efficiency
- Handling incoming communications, including calls and emails
- Maintaining organized records and documentation for various departments

- Providing general administrative support, including logistics assistance and IT-related tasks
- Supporting transport tasks, including invoicing, obtaining delivery notes, and organizing delivery notes (DNs) in Excel
- Generating ETR (Electronic Tax Register) receipts
- Managing office supplies and inventory
- Collaborating with colleagues to enhance office efficiency

IT Support

Blowplast, June 2023 – August 2023

- Provided technical support, troubleshooting hardware and software issues
- Installed and configured computer systems, software, and peripherals
- Maintained the company's IT infrastructure and conducted routine system updates
- Responded to IT-related inquiries and resolved technical issues promptly
- Assisted in implementing security measures to ensure data protection
- Helped in the development and execution of IT policies and procedures

Junior Developer

- App design and development
- UI/UX design for user-friendly interfaces
- Maintained and improved system functionality

PROJECTS

- **Motorist Lane Detection App:** Developed using Python, OpenCV, Kivy for UI, and NumPy
- **Personal Portfolio Website:** Designed to showcase personal projects and skills
- **Weather Application:** Real-time updates developed using JavaScript (React Native with Expo-CLI)

REFERENCES

Mr. Ope Justus Ochido

Lecturer, Maasai Mara University

Narok, Kenya

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