

Anthony

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P.O Box 614



NAIVASHA, KENYA

EDUCATION

BACHELOR OF RECORDS MANAGEMENT AND IT

Kenyatta University, 2019-2023

Kenya Certificate of Secondary Education (KCSE).

Thika highschool, 2015-2018

Kenya Certificate of Primary Education (KCPE).

Joytown primary school, 2007-2014

PRO SKILLS

WEB-DEVELOPMENT

COMMUNICATION (VERBAL & WRITTEN)

RECORDS MANAGEMENT

LEADERSHIP & TIME MANAGEMENT

HOBBIES AND INTERESTS

- ✓ Reading and Research.
- ✓ Basketball (wheelchair).
- ✓ Technology Enthusiast.
- ✓ Volunteer Work.
- ✓ Organizing and Planning Events.
- ✓ Creative Writing.

PERSONAL PROFILE

I am a dynamic professional with a Bachelor's degree in Records Management and IT, specializing in data management, documentation, front-end web development, and content creation. My strong technical and analytical skills ensure exceptional results in both independent and team settings. With excellent communication abilities, I effectively convey complex technical concepts to diverse audiences. As a wheelchair user, my determination and resilience highlight my commitment and positive attitude, making me a valuable asset to any organization.

KEY SKILLS

❖ Records Management.

Expertise in organizing, maintaining, and retrieving records efficiently, ensuring accuracy and compliance with regulatory standards.

❖ Administrative Support.

Proficient in managing office operations, including scheduling, correspondence, filing, and document preparation.

❖ Office Software Proficiency.

Advanced skills in Microsoft Office Suite (Word, Excel, Access, PowerPoint) and other office productivity tools.

❖ Data Entry and Management.

Accurate and efficient in data entry, with strong attention to detail in managing databases and information systems.

❖ Communication Skills.

Excellent verbal and written communication abilities, adept at drafting professional documents, emails, and reports.

❖ Customer Service.

Strong interpersonal skills, providing excellent service and support to clients and colleagues.

❖ Time Management.

Highly organized with the ability to prioritize tasks, manage multiple responsibilities, and meet deadlines efficiently.

❖ Problem Solving.

Skilled in identifying issues and implementing effective solutions in a timely manner.

❖ Confidentiality and Discretion.

Committed to maintaining the highest levels of confidentiality and discretion in handling sensitive information.

❖ Meeting Coordination.

Experienced in scheduling, organizing, and preparing materials for meetings and events.

❖ Flexibility and Adaptability.

Able to adapt to changing priorities and work environments, demonstrating resourcefulness and resilience.

REFEREES

1. Dr. Mbugua Wamungai
Kenyatta University Directorate of
Disability Services/ CEO disability
innovation suit
P.O. Box 43844-00100, Nairobi
Phone: +254722 847 286
Email: directordisability@ku.ac.ke

2. Mr. Andrew Kibe Muita
Philanthropist.
P.O. Box 43844-00100, Nairobi
Phone: +254700323810
Email: akmuita@protonmail.com

3. Dr. Wamae Peter
Chairman, department of computing
and information science, Kenyatta
university.
P.O. Box 43844-00100, Nairobi
Phone: 871090119
Email: chairman-cis@ku.ac.ke

WORK EXPERIENCE

❖ STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES. (Volunteer) RECORDS MANAGER

2023(Aug 20th –February)

RESPONSIBILITIES

- ✓ Registering new requests for birth certificates Typing and Printing birth certificates Keeping of records of appointments
- ✓ Issuing waiting to people who have applied for birth certificates Data entry.
- ✓ Physical records amendment.

ACHIEVEMENT

- ✓ Learnt how to serve
- ✓ I gain the required office virtue Learnt how to manage tasks at hand

❖ DISABILITY INNOVATION SUIT ASSISTIVE DEVICES DESIGNER/ CTO

2020 –2023 Jan

Disability Innovation Suit is a start-up that is working on creating affordable assistive devices for people with disability. In the DIS I was involved in developing the first prototype to prove the possibility of manufacturing wheelchairs in Kenya using locally available resources. The objectives were to create a usable, cheap, aesthetically pleasing wheelchair using local resources, a task I was able to accomplish in 3 months. With the assistance of the Kenyatta university special needs department director, we have been able to collaboratively come up with the whole start-up and other prototypes.

RESPONSIBILITIES

- ✓ Conceptualized and Designed. Developed innovative designs for wheelchairs that could be practically implemented.
- ✓ Prototyped Supervision. Oversaw the creation of functional prototypes, ensuring quality and adherence to design specifications.
- ✓ Cost Documentation. Meticulously documented the costs associated with prototype development, optimizing budget allocation.
- ✓ Local Resource Mapping. Researched and documented local resources
- ✓ available for wheelchair manufacturing.
- ✓ User-Centric Data Gathering. Conducted comprehensive user surveys to understand preferences and needs, shaping the project direction.

ACHIEVEMENTS

- ✓ Rapid Prototype Success. Successfully delivered a functional prototype within just 3 months, demonstrating self-reliance and efficiency.
- ✓ Foldable Wheelchair Design. Pioneered the design of foldable wheelchairs, enhancing portability and convenience.
- ✓ User Insights Collection. Gathered critical data from wheelchair users, informing design improvements and user satisfaction.
- ✓ Collaboration with DIS Team. Collaborated on the creation of two additional prototypes, showcasing teamwork and adaptability.

❖ NAIVASHA HIGH COURT RECORDS MANAGER(ATTACHEE)

27TH MAY – 27 AUGUST 2022

RESPONSIBILITIES.

- ✓ In both civil and criminal registries, I was given the responsibilities of
 - ✓ Opening new case files and filing the necessary information.
 - ✓ Assigning new case dates.
 - ✓ Data entry in the case tracking system
 - ✓ Filling the registers to track the movement of files in and out of the registry.
- In the archive I was given the responsibilities of;
- ✓ Repairing worn-out case files,
 - ✓ Records appraisal.
 - ✓ Filling the registers to track the movement of files in and out of the registry.

❖ KNBS ENUMERATOR

AUGUST 17TH – 25TH 2019

I got the opportunity to work for the Kenya National Bureau of Statistics (KNBS) as an enumerator during the 2019 census.

Responsibility.

- ✓ I was responsible for the census of 100 households within 2 days and 2 nights.
- ✓ Synchronizing of data collected with my leader.