

**CLAIRE NEKESA SIMIYU**  
**P.O. BOX 30815, 00100 NAIROBI - KENYA**  
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### **PERSONAL INFORMATION**

Date of Birth: 28.11.2000 | Nationality: Kenyan | Languages: English, Swahili | Marital Status: single

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### **CAREER OBJECTIVE**

To pursue my career in a highly challenging and competitive environment with competence, accountability and responsibility, where I can fully utilize my professional skills, knowledge, expertise and passion, and help the organization achieve its vision and mission.

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### **SKILLS/KEY ATTRIBUTES**

- Excellent organizational skills
  - Attention to detail
  - Strategy formulation and implementation skills
  - Critical thinking and problem solving skills
  - Efficient and reliable in following up multiple detail and sensitive tasks
  - Interpersonal skills
  - Flexible, reliable, self-driven team player with the ability to work under minimal supervision
  - Communication skills
  - Social Media management skills
  - Ability to work under pressure and deliver within the set deadlines
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### **INTERNSHIP AND ATTACHMENTS**

**Ministry of labor: Central planning and monitoring Unit (CPMU)**

#### **Roles and Responsibilities**

- Analysis of collaborative bargaining agreements (CBAs) for registration by the employment and labor Relations court
  - Assisted in Monitoring and evaluation Reporting
  - Assisted in extracting data for economic survey and statistical abstract from registered collective Bargaining Agreements (CBAs) files.
  - Assisted in preparation in preparation of ministerial budget, Disbursement of funds and validation exercises
  - Assisted in preparation and reporting on performance contracting for the ministry
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## **EDUCATION BACKGROUND**

Diploma in information technology: January 2023-December 2023, St Paul's University

Diploma in project planning and management: 2021 - 2022, Moi university

KCSE certificate: 2015-2019: Grade (C): Lorna Waddington High school

KCPE certificate 2007-2014: Thawabu Primary school

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## **OTHER TRAININGS|SEMINARS**

Certificate in Computer packages November 2020-December 2020:  
KIPS technical college

Certificate of Completion: Front End Development –HTML Great  
learning Academy: June 2022

Certificate of Completion: Web Development Foundation: Audacity:  
June 2022

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## **REFEREES**

1. Mr Mugo  
Project Management Coordinator.  
0723543320
2. Mr Bob  
Economist Ministry of labor  
0703486539
3. Mr Bildad Mburu  
Head of Department  
St Pauls University  
0705406145 -