CURRICULUM VITAE

**PERSONAL DETAILS**

Name: Cellinah Robi

Postal Address: P.O. Box 120–Voi

Mobile: 0742244962

Date of Birth: 6th June 1998

Nationality: Kenyan

E-mail: [celinarob493@gmailcom](mailto:mwairuwan@gmail.com)

Marital Status: Single

Gender: Female

ID Number: 35271740

Religion: Christian

**PERSONAL PROFILE**

I am a young, honest and responsible lady. I am ambitious form four graduate, dependable and working with strong interpersonal skills. Am a great team player

**CAREER OBJECTIVE**

High school graduate who is eager to learn be corrected and serve the community. , to excel and make reasonable contribution and future economy with great consideration in the field of IT.

**EDUCATION HISTORY**

2017-2018 **Sote Hub - Voi**

*Certificate in Computer Packages and internship*

2014 - 2016 **Murray girls highschool , Taita Taveta**

*Kenya Certificate of Secondary Education*

2005 - 2012 **Mwamunga primary School Taita Taveta**

*Kenya Certificate of Primary Education*

**SUMMARY OF QUALIFICATION**

2018 Certificate in Computer Packages

2016 Kenya Certificate of Secondary Education (KCSE)

2012 Kenya Certificate of Primary Education (KCPE)

**WORK EXPERIENCE**

**January 2018 to Date: Volunteer Office Assistant - Sote Hub, Voi**

**Duties:**

* Organize office and assist associates in ways that optimize procedures
* Cleaning office and office arrangement
* Check office supply stock and place orders when needed
* School outreach programs
* Undertaking any other day to day official errands as required.
* Perform other office duties as assigned
* Filing
* Typing
* Keeping records

**COMMUNITY INVOLVEMENT & RECOGNISED ACHIEVEMENTS**

* Youth Chairperson Faith Victory Church, Mungu
* Participated in Netball and table tennis games competition for four years while in high school
* Participated in ICT club as the CEO in high school
* Peer Educator at Serenyi Children Support project and Camp Glow
* Member of Africa Women In Technology

**LANGUAGE SKILLS**

* + - Kitaita
    - Kiswahili
    - English

**PERSONAL COMPETENCIES**

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| --- | --- |
| **Work based skills** | **Personal skills** |
| * Strong communication skills | * Friendly and approachable |
| * Team Work | * Organised and hard working |
| * Showing initiative and solving problems | * Good timekeeper |
| * Good at meeting deadlines |  |
| * Good experience using Word, Excel and PowerPoint | * Trustworthy and Passionate * Honesty at work |
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**INTERESTS AND ACTIVITIES**

* Travelling
* Community service
* Table tennis
* Reading Novels

**REFEREES:**

Harry Mwailengo

Project Manager

Sote Hub / Sote ICT

P.o. Box 900

Voi

E-Mail: harry@sotehub.com

Tel: 0716925036

Mr. Daniel Mwangi

Principal

Marungu Secondary School

P.o. Box 5 Maungu

Tel: 0731555610

Walter Mwaino

Faith Victory Church

P.O. Box 5 Maungu

Tell:0721924056