



CYRILLA CHIKAMAI

BUSINESS MANAGEMENT AND IT SPECIALIST

CONTACT

- +254707529090
- chikamaimiito@gmail.com
- linkedin.com/in/cyrilla-chikamai
- 00521, Embakasi, Nairobi

SKILLS

- Adaptability
- Leadership
- Teamwork
- Strategic Planning
- Creativity
- Problem Solving
- Decision Making

EDUCATION

KABARAK UNIVERSITY

Business Management and
Information Technology(BMIT)
2020 - 2024

KEVEYE GIRLS HIGHSCHOOL

Kenya Certificate of Secondary
Education(KCSE)
2015 - 2019

ST.TERESA'S ISANJIRO PRIMARY SCHOOL

Kenya Certificate of Primary
Education(KCPE)
2005 - 2014

POWER PLAN PROJECT

Software Engineering Online Course
2025 Jan-2025 Aug

PROFESSIONAL SUMMARY

A driven and adaptable Bachelor of Business Management and Information Technology student demonstrating robust leadership and management potential. My inherent resilience, coupled with a proactive and optimistic approach, fuels my commitment to overcoming obstacles and achieving ambitious goals. Proficient across a spectrum of areas including sales and digital marketing, business analysis, financial reporting, web design, freelancing, project management, and accounting. I am eager to leverage my multifaceted skillset to instigate meaningful change within both the business and technology landscapes. With a grounded yet resolute mindset, I aim to contribute significantly to the evolution of the tech world.

WORK EXPERIENCE

ASSISTANT PROJECT MANAGER INTERN

Deveint Limited, Wing A, Westlands Office
Park, Nairobi, 2025 Jan-2025 June

- Assisted in the creation of project documentation, including project charters and work breakdown structures, improving team efficiency by 10%.
- Supported the project manager in identifying and mitigating project risks, contributing to a 5% reduction in potential delays.
- Managed project resources, including time and materials, ensuring projects stayed within the allocated budget.

ASSISTANT ACCOUNTANT ATTACHEE

County Government of
Kakamega, Kakamega, 2024 May-2024 August

- Assisted in the preparation of monthly financial reports, ensuring 100% accuracy and timely submission to the county assembly.
- Reconciled financial statements, identifying discrepancies and resolving errors, leading to a 15% improvement in data accuracy.
- Supported the implementation of a new financial reporting system, which streamlined reporting processes and reduced reporting time by 20%.

ASSISTANT ACCOUNTANT VOLUNTEER

County Government of Kakamega, Kakamega, 2024
August-2024 December

- Supported the financial reporting unit in processing payment vouchers, resulting in a 5% decrease in payment processing time.
- Assisted in organizing and maintaining financial records, improving filing efficiency by 25%.
- Contributed to the preparation of quarterly budget performance reports, providing key data that informed decision-making.
- Aided in data entry for the new financial system implementation.