

CURRICULUM VITAE

Personal Details

Name : Dorine Wairimu Njoroge
Date of birth : 30/01/2001
Gender : Female
Nationality : Kenyan
Marital status : single
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Personal Attributes

Critical thinking. I can analyze complex situations, evaluating information from multiple perspectives, and making informed decisions to effectively resolve problems.

Time management. I am Exceptional at organizing and prioritizing tasks to maximize productivity and meet deadlines on a regular basis.

Strong work ethic. I am a reliable, diligent, and dedicated individual who consistently delivers high-quality results.

Communication skills. My skills encompass effective verbal and written abilities which help me to engage and connect effectively with a wide range of audiences.

Career Objective

I am a highly motivated and results-focused IT and business professional with a specialization in the field of Business Information Technology. Having a specialty in Business Information Technology, I possess a comprehensive understanding of the interactions between technology and business strategy. With an emphasis on delivering exceptional performance, I collaborate seamlessly with a variety of teams, utilizing my innovative problem-solving abilities and excellent communication abilities. I believe my adaptability and relentless pursuit of improvement are qualities employers seek in today's dynamic business environment.

Work Experience

K-Pipes and Fittings Hardware

June 2023 - September 2023

Role: Investor Relations Officer

Duties and Responsibilities

- ❖ Onboarded and managed relationships with approximately 10 new investors by delivering persuasive, data-driven consultations and guiding them throughout their investment journey.
- ❖ Analyzed client requirements to offer customized investment advice, fostering trust and contributing to a measurable increase in investor engagement during my tenure.
- ❖ Maintained and updated accurate digital records of investor information, ensuring data integrity and easy access for reporting purposes.
- ❖ Established consistent communication with potential investors to cultivate meaningful connections.
- ❖ Provided ongoing support to clients during their investment experience, including initial consultations, portfolio assessments, and continuous monitoring and adjustments to promote their success.
- ❖ Verified proper registration of investors on the investment platform, ensuring compliant access to investment services.
- ❖ Liaised with company branches regarding products that might attract investors.
- ❖ Offered comprehensive guidance on a variety of investment products, enabling informed decision-making to achieve financial goals.
- ❖ Addressed investor concerns and consistently delivered long-term solutions.

Limuru Children's Center

February 2025 – March 2025

Role: Service Based Learning Volunteer

Duties and responsibilities

- ❖ Delivered nurturing care while overseeing developmental activities for children.
- ❖ Assisted with daily kitchen operations, including meal preparation and service.
- ❖ Managed laundry routines and upheld hygiene standards across various departments.
- ❖ Organized and digitized children's records to enhance data accessibility.
- ❖ Demonstrated flexibility and teamwork by adapting to the diverse needs of different departments.

Educational Background

Bachelor's in Business Information Technology

Strathmore University

July 2022 – Current

Related coursework: Mobile App development, Cryptography, Database Administration

Major: Business Intelligence

Driving License (Class B)

Petanns Driving School (Limuru)

April 2022 – May 2022

Diploma in Business Information Technology

Strathmore university,

April 2020 – November 2022

Related coursework: Database administration, Operating systems, Accounting, project management, Web design, Networking, Marketing, Business ethics, management, finance, and economics.

Kenya Certificate of Secondary Education,

Precious Blood Kagwe

February 2016-November 2019

Related course work: computer studies, field work and geography

Kenya Certificate of Primary

Fountain School Tigoni

January 2014-November 2015

Project Experience

Final Year Project: Food Delivery Mobile App | Strathmore University | (Current)

- ❖ Designed and developed a comprehensive full-stack mobile application utilizing Dart (Flutter) for the front-end interface.
- ❖ Architected and managed the backend database with Supabase, crafting queries to effectively handle user data, menus, and orders.
- ❖ Implemented secure user authentication and established a well-structured data schema to ensure data integrity and optimize performance.

Technical Skills

Data Analysis & Visualization: Power BI, Excel (Pivot Tables, Charts)

Database Management: Superbase (PostgreSQL), SQL, Database Design

Programming & Development: Dart (Flutter), Java, JavaScript, Kotlin, R

Tools & Platforms: Docker, Microsoft 365, QuickBooks

Professional Skills: Client Relationship Management, Requirements Gathering, Problem-Solving

Languages

- English
- Kiswahili
- Chinese (HSK III)

Hobbies

- Reading
- Cooking
- Travelling

Referees

1.Roselinda Bunde
Course Administrator
Strathmore University
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2.Agnes Wacheke Muinamu
HR
Kikuyu Pipes
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3.Peter Ndotono
Admin
Limuru Children's Center
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