

ELIDY NJOKI

MURIITHI

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PROFILE

Focused Strategic Manager adept at planning, directing and maintaining continuous operations in various departments.

Experienced in reviewing organizations and determine their strengths,]weaknesses, operational effectiveness and opportunities.

Applying creative and analytical approach to operations for continuous process improvement.

Skilled at identifying or anticipating problems and providing solutions.

Excels through mentoring, training and empowering team to excel in performance.

A passionate full-stack developer combining logic, creativity and problem-solving to build engaging web experiences.

BIO-DATA

AGE: 24 YEARS

GENDER: FEMALE

NATIONALITY: KENYAN

EXPERIENCE

support of daily objectives.

May 2022-July 2022

**Strategy and Planning Attachee, Eldoret
Water and Sanitation Company(ELDOWAS),**

- Sorted, organized and maintained files.
- Provided clerical support, addressing routine and special requirements.
- Collaborated with team to optimize workflow and achieve objectives.
- Assisted with projects by applying strong analytical skills and studies.
- Researched and reviewed information in
- Analyzed problems and worked with teams to develop solutions.
- Created and updated records and files to maintain document compliance.
- Tracked project changes in system with detailed notes to help stakeholders access and

- analyze key information.
- Conducted research to assist with routine tasks and special projects.
- Adhered to established schedules by facilitating work quality and timely delivery.
- Tracked and recorded open and closed orders and change requests to prevent errors, keeping all team members aligned with current demands.

Cashier at Artcaffe

January 2023-June 2023: Confirmed and recorded all m-pesa transactions.

Handled cash transactions and banked the cash on daily basis.

Running card transactions on a PDQ machine and recording them.

Balancing all the figures according to each transactions at the end of the day.

Good communication with the guests and good customer service.

Marketing of new products by suggesting them to the guests.

Receptionist at GISURV Consultant

August 2023-September 2024 Receiving, sorting, distributing and dispatching daily mail.

Managing office inventory such as stationary, equipment and furniture.

Transferring calls as necessary.

Handling queries and complaints via phone, email and general correspondence.

Managing meeting room availability.

EDUCATION

POWER LEARN PROJECT ACADEMY

Feb 2025: Software Engineering

MOI UNIVERSITY,ELDORET

August 2018- May 2022: Bachelor of Science in Strategic Management. Graduated in December 2022.

NAROMORU GIRLS HIGH SCHOOL

February 2014 - November 2017: Kenya Certificate of Secondary Education(KCSE)

:Mean Grade C+

NGETHA MEMORIAL ACADEMY,NANYUKI

December 2013:Kenya Certificate of Primary Education(KCPE)

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KEY SKILLS AND

CHARACTERISTICS • Operations

Support

- Project Management
- Excellent Communication
- Good Telephone Etiquette
- Self-Motivated
- Team Building
- Project Planning and Development •
- Outstanding Communication Skills •
- Scheduling
- Project Support

- Advanced Problem Solving
- Business Process Re Engineering
- Administrative Tasks • Team Collaboration
- Record Keeping
- Presentations
- Talented Leader
- Initiative
- Problem Solving
- Strategic Planning Analysis •
- Administration
- Budgeting

ACTIVITIES AND INTERESTS

Literature, environmental conservation, swimming and cycling.

REFEREES

1. Name: Carolyne Korir

Profession: Strategy, Research
and Resource Mobilisation
Officer, ELDOWAS.

Phone no.:0703979028

2. Name: Daniel Chege

Profession: Supervisor, Artcaffe Coffee & Bakery

Phone no.: 0717254035

3. Name: Surveyor Harriet Gakero

Profession: Managing Director, GISURV.

Phone no.: 0718982098