

# CURRICULUM VITAE

*"Be the change that you want to see in the world."*

## Personal Profile

<b>Name</b>	Ndunda Justina Ngina
<b>Gender</b>	Female
<b>Identity Number</b>	39341828
<b>Date Of Birth</b>	19-02-2002
<b>Residence</b>	Nairobi
<b>Address</b>	P.O BOX 504-90131
<b>Religion</b>	Christian
<b>Marital status</b>	Single
<b>Country Of Origin</b>	Kenya
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## Education

### Google Data Analytics Course

Course certificates ( [oct 2023](#) )

### Dedan Kimathi University of Technology (DEKUT)

B. S. C Actuarial science ( [May 2019 – Aug 2022](#) )

- Actuarial Science certificate.

### Machakos Girls High School

Kenya Certificate of Secondary Education

- Attained B constant ( [Feb 2015 – Nov 2018](#) )

### AIC Matheini Academy

Kenya Certificate of Primary Education

- Attained 386 marks

## Skills

Computer; well versed in computer packages, word, excel and power point

Communication; excellent communication skills for team work, motivation and empowerment

Programming; R, LaTeX, SQL, Big Query, Visualization tools Tableau

Other; Networking, book keeping, Volunteering and charity

Hobbies; Hiking, Reading books, swimming, camping, cooking, socializing and pastry

Languages; English, Kiswahili

Personal Skills; Adaptability, problem-solving, critical thinking, competitive, very social, empathetic,

Flexible, innovative and self driven

## Work Experience

**Ministry of Labour and Social Protection Department of Children's Services** (*Jan 2019 – Jan 2020*)

Volunteer Sub county Children's Office,

- Assisted in case and complaints management procedures
- Assisted in mediating and arbitrating reported cases regarding child welfare
- Compiling caseloads returns
- Preparing Court reports
- Rescuing vulnerable children
- Conducting home visits and making social enquiries and making reports

**Rural Electrification and Renewable Energy Corporation** (*Nov 2021 – Jan 2022*)

Quality Risk department trainee

- Assist in documents management
- Assist in internal quality auditing preparation and execution
- Assist in risk management
- Assist in monitoring of ongoing assignments
- Assist in general tasks management in department

**Inuka Africa Microfinance** (*Feb 2023 – sept 2023*)

Admin Branch level

- Welcoming and attending to all customers
- In charge of receiving and answering all office calls and mails
- Data entry
- Helped out with the sales and marketing team
- Attending and taking minutes in all meetings
- Keeping records of all office equipment and documents

## References

DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

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MACHAKOS GIRLS HIGH SCHOOL

Address P.O BOX 13,MACHAKOS 90100 Contact

0202507272

AIC MATHEINI ACADEMY

Address P.O BOX 488-90131, TALA,Kenya

Contact 0726279100

SUB-COUNTY CHILDREN'S OFFICE

P O BOX 550-90131,

TALA

E mail; [sccomatungulu@gmail.com](mailto:sccomatungulu@gmail.com)

[mumonathan@yahoo.com](mailto:mumonathan@yahoo.com)

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RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION

Address P.O BOX 34585-00100,Nairobi,Kenya

Contact 0709193000

INUKA AFRICA MICROFINANCE

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