Harriet Wanjiku Kangethe

Business Administration and Technology Specialist

Business Administration undergrad actively expanding my skill set through the Power Learn Project, gaining hands-on experience in coding and tech-driven solutions. Combining my foundation in strategic planning, data analysis, and process optimization with emerging tech expertise to solve real-world business challenges. Passionate about leveraging technology to drive organizational efficiency and innovation.

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EDUCATION

Bachelor in International BusinessAdministration
United States International University Africa

01/2023 - Present

Diploma in Cooperative Management
The Cooperative University of Kenya

09/2021 - 12/2022

Accounting Technicians Diploma
Kenya Accountants and Secretaries National Examinations Board

01/2020 - 12/2021   *Level 1 & 2*

Full-stack Development & Tech Training Program
Power Learn Project - Africa

WORK EXPERIENCE

Intern Trainee
Kiambu - Unity Sacco, Kiambu

03/2022 - 05/2022

Achievements/Tasks

- Gained hands-on experience in administrative support, financial operations, and cooperative management.
- Worked closely with professionals to ensure adherence to cooperative management policies and banking sector regulations.
- Assisted in organizing financial records and reports, ensuring accuracy and efficiency in administrative tasks.
- Developed problem-solving skills by addressing operational challenges in a fast-paced environment.

SKILLS

Organizational and Administrative Skills

Programming Languages

Email and Calendar Management

Full-Stack Development

Programming Languages -Python, JavaScript, CSS & SQL

Problem-Solving   Time Management

Communication Skills   Adaptability

COMMUNITY SERVICE

Bishop Luigi Locati Children's Home
Completed 90+ hours of community service at Bishop Opera Luigi Locati Children's Home, supporting daily operations and hands on activities.

CERTIFICATES

Accenture's Skills to Succeed Academy
Employability Skills

Power Learn Project Tech Training
Expected Completion: [May, 2025]

LANGUAGES

English
Full Professional Proficiency

Kiswahili
Full Professional Proficiency