

**HAZEL AWINO**

## **PROFESSIONAL SUMMARY**

I am a dedicated information scientist seeking a position where I can apply my knowledge and skills in information and library sciences, with a focus in records management , to contribute effectively to the efficient organization, retrieval, and preservation of valuable information assets.

## **EXPERIENCE**

### **Call Center; Infotrak Research Company**

August 2023 - December 2023

- Maintain accurate records of customer interactions and data in the company database
- Demonstrate strong attention to detail and data accuracy while handling customer information.
- Input data from customers in the company's database.

### **Campus Representative, Standard Chartered Bank**

September 2022- November 2022

- Provided regular reports on the progress of your activities, including the number of student sign-ups, engagement levels, and feedback received.
- Actively promoted the bank's products, services, and special offers to students on

## **EDUCATION**

**Technical University of Kenya-** Diploma in Information Technology in Information and Library Science

*September 2021- November 2024*

**P.O BOX 52428 – 00200, NAIROBI**

**Telephone: +254 759789630.**

**Email:**

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## **SKILLS**

- Records management
- Organize information effectively
- Database management
- Information retrieval
- Data analysis
- Communication skills
- Time management and organization
- Attention to detail and accuracy

## **LANGUAGES**

English- Advanced

Kiswahili- Advanced

Luo- Native

**Saint Francis Rang’ala Girls-** Kenya Certificate of Secondary  
Education:

*January 2016-April 2021*

## **REFEREES**

Carolyn Musembe

Industrial Based Learning Professor

Email; [carolyne.musembe@tukenya.ac. ke](mailto:carolyne.musembe@tukenya.ac.ke)

Tel; 0726240434

Moses Panyako

Infotrak Research Company Supervisor

Tel, 0715081980

## **HOBBIES**

- Networking
- Creative arts: Singing, playing  
Instruments
- Reading
- Watching movies