| **Ian Wachira**  DATA CLERK / INFORMATION TECHNOLOGY(I.T) ASSISTANT | | +254 724 450377  Nairobi. KE ianwachira90[@gmail.com](mailto:name@email.com) |
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| EDUCATION Certificate in Business InformationTechnology Institute Of Advanced Technology, Nairobi, Kenya - Nairobi, KE Certificate in International Computer Driving License Institute Of Advanced Technology, Nairobi, Kenya - Nairobi, KE  SKILLS  Conversant with HTML, CSS & JAVASCRIPT. Intermediate on web development.   * Fast Learner * Computer Skills   • Adaptability  • Fast Typing Skills  • Effective Time Management  • Ability to Work Independently or as part of a team  • Computer Networking | SUMMARY  Motivated professional, Offering proficiency in data entry combined with a strong Information technology experience and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning.  WORK HISTORY  Team Leader/Data Clerk/I.T Assistant 2020 - 2022 MINISTRY OF LANDS PHYSICAL AND URBAN PLANNING - Nairobi, KE Coded and processed applications into required electronic formats. Added documents to file records and created new records to support filing needs. Corrected data entry errors to prevent duplication or data degradation. Increased data-entry productivity by maintaining detailed logs of data projects, identifying issues and improving them. Kept optimal quality levels to prevent critical errors and support team performance targets. Evaluated source documents to locate needed information. Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports. Scanned documents and saved in a database to keep records of essential organizational information.  Disk Jockey  2015 - 2020 HOMEBOYZ ENTERTAINMENT L.T.D - Nairobi, KE Whether this position was an internship, part-time, or full-time position, it should be treated the same. This is where you write your responsibilities in this position and how your actions in your role led to overall success for the company.  Data Clerk/ Quality Control Clerk/ I.T Assistant  2012 - 2015 KANTAR EAST AFRICA - Nairobi, KE Increased data-entry productivity by maintaining detailed logs of data projects, identifying issues and improving them. Coded and processed applications into required electronic formats. Added documents to file records and created new records to support filing needs. Corrected data entry errors to prevent duplication or data degradation. Kept optimal quality levels to prevent critical errors and support team performance targets. Participated in team-building activities to enhance working relationships. | |