

IAN WACHIRA

DATA CLERK / INFORMATION TECHNOLOGY(I.T) ASSISTANT

Nairobi, KE

ianwachira90@gmail.com

0724450377

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.

Willing to relocate: Anywhere

Work Experience

Team Leader/Data Clerk

MINISTRY OF LANDS PHYSICAL AND URBAN PLANNING - Nairobi, KE

April 2020 to December 2022

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 database to keep records of essential organizational information.

Driver

KANTAR EAST AFRICA - Nairobi, KE

January 2019 to April 2020

Completed routine pre- and post-trip inspections to evaluate vehicles and assess maintenance needs.

Achieved consistent safety targets by adjusting driving to different road and traffic conditions, balancing loads and avoiding dangerous driving actions.

Planned and adjusted optimal routes based on traffic and weather conditions.

Informed management of daily activities by updating logs with mileage and delivery information.

Kept detailed mileage and fuel reports to track overall fuel costs.

Minimized liability by consistently following road rules when driving.

Updated logs and tracking documents accurately and according to schedule requirements.

Disk Jockey

HOMEBOYZ ENTERTAINMENT L.T.D - Nairobi, KE

January 2015 to December 2018

Played at many Homeboyz radio and Homeboyz entertainment events, accomplishing all assigned tasks with efficiency and accuracy. Set up event facilities and equipment, cleaned areas and organized supplies.

Data Clerk/ Quality Control Clerk

TNS, RMS EAST AFRICA - Nairobi, KE

January 2012 to January 2015

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.

Education

Certificate in Business and Information Technology in Information Technology

Institute Of Advanced Technology, Nairobi, Kenya - Nairobi, KE

September 2011 to January 2012

Certificate in International Computer Driving License in Computer Packages

Institute Of Advanced Technology, Nairobi Kenya - Nairobi, KE

January 2011 to March 2011

Kenya Certificate Of Secondary Education

Mururia Boys High School - Kiambu, KE

January 2007 to November 2010

Kenya Certificate Of Primary Education

Nairobi Primary School - Nairobi, KE

January 1997 to December 2006

Skills

- Fast Learner
- Computer Skills
- Adaptability
- Fast Typing Skills
- Effective Time Management
- Ability to Work Independently or as part of a team
- Computer Networking

Languages

- English - Expert
- Swahili - Fluent