**Isaiah Kirwa**

Cambridge, CB4 1TU, United Kingdom

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Personal statement

I am a highly organized and tech-savvy professional with a background in Business Information Technology and hands-on experience in administrative and business support roles. I bring a strong understanding of office systems, data management, and digital tools to streamline operations and support daily business functions. I’m skilled in using Microsoft Office Suite, databases, spreadsheets, and cloud platforms to handle scheduling, documentation, reporting, and communication tasks efficiently. With solid problem-solving skills, attention to detail, and the ability to adapt to new systems quickly, I aim to provide reliable support that enhances team productivity and contributes to smooth business operations.

Work Experience

Business Support Administrator, Coca-Cola Beverages Africa – Kenya (CCBA Kenya)

01/2019 - 04/2025

Responsibilities & Achievements

Maintained business records using ERP and CRM systems   
Handled data entry and reporting using Excel and Power BI.  
Supported document control through SharePoint and Microsoft 365.  
Scheduled meetings, prepared minutes, and managed calendars.  
Assisted in processing invoices, purchase orders, and stock tracking.  
Communicated with departments to coordinate daily operations.

Qualifications

University of Eastern Africa Baraton

2019 - 2024

Undergraduate degree

Business Information Technology *(2:2)*

Anglia Ruskin University  
2025 - 2025  
Master's degree  
Masters in Business Administration

Lelmokwo High School

2010 - 2013

GCSEs:

● General Studies - B