**JOAN WAKARIMA GIKONYO**

P.O BOX 22212-00200, Nairobi, Kenya

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**EDUCATION**

Nairobi Institute of Business Studies **Nairobi, Kenya**

Diploma in Travel, Tourism, and Business Studies **Sept. 2013 – Sept. 2015**

Elite Girls High School  **Nyandarua, Kenya**

Kenya Certificate of Secondary Education **Jan 2010 – Nov 2013**

Morning Starlight Academy  **Nyandarua, Kenya**

Kenya Certificate of Primary Education **Jan 2002 – Nov 2009**

**OBJECTIVES**

* To work in an environment with a supportive professional environment.
* To put learned and acquired skills in to practice.
* Support the organizational core objectives for growth and sustainability in business.

**WORK AND EXPERIENCE**

Zaesco Restaurant – Kiambu, Kenya **June 2018- present**

Cashier

* Receives payments from customers for products and services acquired.
* Counts physical cash and prepares financial records for daily shifts in the restaurant.
* Issues receipts and refunds to customers.

**Arya Samaj** – Nairobi, Kenya **Oct 2017- May 2018**

secretary

* Kept meeting records and dates for planned activities.
* Sent emails to members concerning any upcoming events and meetings.
* Prepared memos on future meetings.

**Lloyd Masika Limited –** Nairobi – Kenya **Jan – Aug 2017**

Property Agent

* Sampled property presented by owners for rent or sale.
* Relayed information to potential tenants and buyers.
* Received payments and payment receipts form the clients.

**PROJECTS AND RESEARCH**

**Tuungane Chama** – **Kiambu, Kenya Dec 2018 - Present**

Chairperson

* Organize members to contribute financially towards self-building projects.
* Lead seminars and workshops on proper financial management.

**CO-CURRICULAR ACTIVITIES**

**Debate Club Society –** Elite Girls, Kirinyaga **Sept. 2012 – Sept. 2013**

Secretary

* Drafted and sent letters of invitation to other schools.
* Kept record of the Debate Club documents; minutes, memos and members register.
* Wrote minutes and Memos regarding the Debate Club.

**Volleyball Team** – Elite Girls, Kirinyaga **Jan – June 2013**

Player

* Participated in volleyball games organized by the school.
* Played for a home team in Kirinyaga, Kenya.

**SKILLS AND INTERESTS**

* Travelling
* Music
* Reading and Writing
* Marketing

**REFERENCES**

Mr. BARNABAS NG’ANG’A

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