

**CURRICULUM VITAE**  
**CHEGE JACINTA NJERI**  
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## **INTRODUCTION**

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A Bachelor of business and information technology graduate with an accumulative of almost one year work experience. Seeking to leverage acquired academic knowledge and work experience with an aim of making significant contributions for the betterment of myself and the society at large.

## **Experience**

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### **INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION**

Casual appointment as a verification clerk

- Data entry using MS Excel.
- Data verification.

### **SECUTEC LIMITED-Dec2018-Jan 2019**

Casual appointment in the control department

- Asset tracking
- Fleet and fuel management
- Road assistance
- Data entry

### **THIKA SCHOOL OF MEDICAL AND HEALTH SCIENCES**

School attachment

- Filling of documents
- Data entry
- Maintenance of hardware and software devices.

## **Professional Skills**

- ✓ Managing of a company's network
- ✓ Knowledge in python programming
- ✓ Web programming
- ✓ Currently learning web design
- ✓ Knowledge in hardware and software diagnostic
- ✓ Good communication skills
- ✓ Good organizing skills
- ✓ Knowledge in JavaScript and currently learning Python programming
- ✓ Knowledge in Php programming

## **Academic Background**

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University: Jomo Kenyatta University of Agriculture and Technology- 2<sup>nd</sup> Class  
Honors2015-2018

Professional Certificate in CCNA–Completed up to module3 2018-2018

High School	Gitwe Girls High School	C+	2011–2014
Primary	Limuru model Primary School	290marks	2001-2008

## Profile of Skills

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- Team leader and reliable team member
- Innovative and ever ready to learn new skills
- Dedicated, honest and hardworking to deliver quality work.
- Efficient decision making skills
- Effective communication skills.

## Hobbies

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Socializing  
Hiking

## References

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MISS VICTORIA WANGO:

HUMAN RESOURCE MANAGER.

THIKA SCHOOL OF MEDICAL AND HEALTH  
SCIENCES

Tel: 0721871499

DR. OLUOCH OLUOCH

LECTURER AND THE BUSINESS ADMINISTRATION DEPARTMENT CHAIRMAN AT  
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