

## CURRICULUM VITAE

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**LANGUAGES:** English, Swahili

### CAREER OBJECTIVES

As a ZETECH University graduate in Business Information Technology, I aim to leverage my technical expertise and Business acumen to contribute to the integration of innovative IT solutions in business environments. My goal is to Utilize data analysis, software development, and systems management to streamline business processes, enhance decision making, and drive operational efficiency. With a strong foundation in both business principles and technology, I am eager to pursue a role that challenges my problem solving abilities and allows me to collaborate with teams to support organizational growth and success in an increasingly digital world.

### ACADEMIC QUALIFICATIONS

Year	Area of Learning	Institution
September 2021 - November 2024	Degree in Business Information Technology	ZETECH University (Nairobi)
Jan 2017 - December 2020	K.C.S.E. Certificate	Shikunga High School (Kakamega County)

## PROFESSIONAL EXPERIENCE

### AMICA CREDIDS AND SAVINGA | CBD, Nairobi

- Financial Management: Proficient in financial analysis, loan processing, and risk assessment, ensuring sound lending practices and regulatory compliance.
- Customer Engagement: Developed strong interpersonal skills through direct interactions with members, providing tailored financial solutions and enhancing customer service.
- Team Collaboration: Worked effectively within diverse teams to achieve organizational goals, contributing to improved member services and operational efficiency.
- Data Management: Maintained accurate records and reports, demonstrating attention to detail in account management and financial reporting.

### INVISIBLE TECHNOLOGIES

During my tenure at Invisible Technologies, I honed my skills as a Data Entry Operator, consistently contributing to the smooth functioning of business operations for various clients. My role involved accurately inputting, processing, and managing large volumes of data across different platforms and systems, ensuring high levels of accuracy and efficiency.

- inputting and organizing data from multiple sources into company databases and spreadsheets.
- Verifying and cross-referencing data for accuracy and completeness.
- Assisting with data cleaning and ensuring data integrity across client systems.
- Collaborating with team members to improve workflows and identify process improvements.

## KEY SKILLS

- ✓ Strong communication and teamwork
- ✓ Computer proficiency
- ✓ Adaptability to new environment
- ✓ Programming Languages: C#, HTML, CSS, JavaScript.
- ✓ Frameworks & Technologies: ASP.NET Core, MVC, Entity Framework Core, RESTful APIs
- ✓ Database Management: SQL Server, MySQL

