**STEPHEN MAHINDA MAINA**

**P. O. BOX 210-00520 RUAI, NAIROBI**

**Tel: 0742014521**

**EMAIL: stephenmahinda25@gmail.com**

**PERSONAL DETAILS.**

**Gender**  : Male

**Nationality**  : Kenyan

**Marital status** : Single

**Religion**  : Christian

**Languages**  : Kiswahili, English, Kikuyu

**CAREER OBLECTIVE**

To effectively use my knowledge, academic skill and ability for the growth and progress of the organization as well as work towards achieving the mission and vision of the institution and the community at large. I will work to exceed customer’s expectation through integrity and competency.

**PERSONAL PROFILE**

• I consider myself as a valuable asset who is innovative, creative, easily approachable, and a team player.

• I am responsible as well as confident.

• I am self-driven, result oriented and disciplined.

• I am a quick learner, adaptable, flexible and able to work well under pressure.

• I have good communication and interpersonal skills.

**EDUCATION BACKGROUND**

**Jan 2021- to date**: Diploma in Business Information Technology

KCA UNIVERSITY

**Jan 2019- to date**: Accounting Technician Diploma

KCA UNIVERSITY

**2013 -2017**: Kenya Certificate of Secondary Education

BROOKFIELD KARATINA. Mean grade C

**2002– 2009**: Kenya Certificate of Primary Education

St. Stephen Academy. Mean grade B+

**WORK EXPERIENCE**

**DECEMBER 2018**: Worked as a General Clerk in Kenya National Examination Council.

**Duties and Responsibility**

• Processing, verify and maintain examiners documentation.

• Assist in entry of data.

• Preparing attendance spreadsheet.

**May 2018 to date**: Work as an article and Academic writer

• Formulating articles for business.

• Helping students with assignments and projects

**HOBBIES**

• Traveling and adventure

• Listening to informative podcast

• Reading

**COMMUNITY SERVICE**

* Participate in children home visit group activities.
* Participate in organizing youth for anti –acids activity.
* Participate in environment cleaning activities.

**LEADERSHIP SKILLS**

**2018-2019**: Mikasa FC founder and team captain.

**2016-2017**: DH captain as well as the basketball assistant captain.

**2011-2012**: Sports Captain

**REFEREE**

Available upon request.