CONTACT ME

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✉ mukandamonica1@gmail.com

EDUCATION

University Of Nairobi

Bachelor of Information Science

2022 - 2026

Gatanga Girls High School

Kenya Certificate of Secondary Education (KCSE)

2018 - 2021

St.Eunice Preparatory School

Kenya Certificate of Primary Education (KCPE)

2009 - 2017

SKILLS

- Data Analysis
- Strong attention to detail
- Microsoft Office Proficiency
- data base designing
- File registration and tracking
- Organizational skills
- Records Management
- Good communication skills

MONICA
MUKANDA
Information science student

ABOUT ME

A focused and driven third year Information Science student, currently pursuing my Bachelor's degree in the University of Nairobi. I have a strong interest in data management, information systems, and research. My academic background has equipped me with practical skills in database management, information retrieval, and data analysis, which I am eager to apply in real-world projects. I am also currently learning software development in Power Learn Project Academy, where I am now familiar with Python, HTML and data base designing.

WORK EXPERIENCE

Wakabu Investment   **2022 - 2023**

- Prepared and registered outgoing letters and maintained an organized record of file movement.
- Filing, indexing and archiving documents for easier retrieval
- data analysis including compiling, analyzing and interpreting data
- Assisted customers in their inquiries, concerns and made sure their needs were met.

REFERENCES

Mathenge Thuo

Wakabu Investment / manager

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