**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name : Abigael Nyaguthii

Gender : Female

Date of birth : 11th Feb 2004

Phone number : 0768616522/ 0738218020

Email address : [abihkiki993@gmail.com](mailto:abihkiki993@gmail.com)

Marital status : Single

Religion : Christian

Nationality : Kenyan

**PERSONAL PROFILE**

I am a trustworthy and reliable individual with strong leadership qualities and a passion for education. Possessing excellent communication skills and the ability to relate well with people at all levels. Demonstrates teamwork, adaptability, and dedication to personal and professional growth, with a particular interest in contributing to various institutions such as learning institutions.

### **EDUCATION**

**International Teachers Training College, Kitengela***Diploma in Information Communication Technology (ICT)***September 2022 – April 2025**

**St. Monica Munyaka Girls Secondary School***Kenya Certificate of Secondary Education (KCSE)***2018 – 2021** | Grade: C-

**Wathituga Primary School***Kenya Certificate of* ***Primary*** *Education (KCPE)***2007 – 2017**

**EXPERIENCE**

**Computer Skills Instructor**

*Sontana Computer College:* Delivered comprehensive training on various computer packages, including Microsoft Office Suite (Word, Excel, PowerPoint), data management software, and basic IT troubleshooting. Developed engaging lesson plans and provided technical support to students, ensuring a solid understanding of key computing concepts.

**Front Office Receptionist**

*Nanyuki:* Managed guest check-in/check-out procedures, handled orders and inquiries, and provided exceptional customer service in a Pork City hotel. Responsibilities included managing reservations, handling phone calls, and ensuring a welcoming environment for all guests.

**SKILLS**

Data Management and Analysis

Technical Support

Graphic Design

Marketing

Communication skills

Organisational and administrative skills

Microsoft Office Suite (Word, Excel, PowerPoint)

**LANGUAGES**

English

Swahili

Kikuyu

**HOBBIES & INTERESTS**

Traveling

Evangelism

Photography

**REFEREES**

**Mr. Richard Kimatu**

Principal, International Teachers Training College

P.O. Box 6443-00100, Nairobi

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**Mr. Martin Ngugi**

Director

P.O. Box 411 – 10400, Nanyuki

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