

CINDY BOSUBEN

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PERSONAL INFORMATION

GENDER: FEMALE
AGE: 22
MARITAL STATUS: SINGLE
RELIGION: CHRISTIAN
NATIONALITY: KENYAN
LANGUAGES: ENGLISH & SWAHILI

ACADEMIC BACKGROUND

<u>PERIOD</u>	<u>INSTITUTION</u>	<u>QUALIFICATION/LEVEL OF STUDY</u>
2016 -To Date:	Kenyatta University	Bachelor of Science - Statistics & Programming
January 2016	Zalego Academy	Mobile Technology and Innovation
2012 -2015:	Kahuhia Girls' High School	KCSE - Grade A-

KEY SKILLS

- Proficient in Microsoft suite
- Strong interpersonal skills
- Ability to work under strict deadlines and pressure with minimum supervision

WORK EXPERIENCE

Employer: Kenya National Bureau of Statistics

Time period: August – September 2019

Position held: Enumerator

Duties and Responsibilities:

While at the National Census I handled the following responsibilities:

- Capture, entry and analysis of household data
- Recording of confidential data and transferring the data
- Conducting interviews on sensitive topics

Employer: Mountain View School

Time period: November – December 2018

Position held: Assistant Teacher

Duties and Responsibilities:

While at Mountain View School I handled the following responsibilities:

- Marking of the pupils school work
- Mentoring and counselling the pupils

Employer: National Bank of Kenya

Time period: November – December 2018

Position held: Intern

Duties and Responsibilities:

While at National Bank of Kenya I handled the following responsibilities:

- Capture, entry and analysis of client data
- Archiving and proper retrieval of clients documents
- Arranging and repatriation of client files to the institutions documentation center in an orderly manner

Key achievements during my working experience:

- Gained valuable skills in conducting myself in a work environment.

- Managed to clean up data and reorganise the institutions file registry into a neat arrangement for easy storage and retrieval
- Learnt negotiating skills and team work spirit

INTERESTS

- Book reading
- Adventure and travelling.
- Social work and charity

REFEREES

1. EMILY ROTICH

SUPPORT ANALYST,
NATIONAL BANK OF KENYA,
P.O BOX 72866 – 00200,
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emilychiri@gmail.com

2. THE DEAN,

KENYATTA UNIVERSITY – SCHOOL OF PURE AND APPLIED SCIENCES,
AVAILABLE UPON REQUEST

3. LECTURER,

KENYATTA UNIVERSITY- SCHOOL OF PURE AND APPLIED SCIENCES,
AVAILABLE UPON REQUEST