PURITY MUTHONI NG’ANG’A

# A NDUTA

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## PROFESSIONAL PROFILE

## A motivated, adaptable and a responsible graduate seeking a position as the People Operations Intern. I believe I will be able to gain meaningful work experience skills.

**Skills and Abilities**

* Flexibility and adaptability: I am always open to acknowledging and respecting other people’s opinions and practices that are different from my own and can easily adapt to new situations..
* An excellent team worker who is supportive of others.
* Communication and active listening: I am able to communicate effectively with clients and listen attentively.
* Commitment: I am committed to ensuring that clients receive the best services.
* Able to work with clients from diverse backgrounds and age groups.
* Competent: Understanding of client confidentiality and professional boundaries.
* Self-motivated and a fast learner.
* I have a warm and welcoming personality.
* I am kind, patient, empathetic and able to exercise emotional stability.
* I am capable of dispensing my duties without supervision.
* Proficient in Microsoft Applications.

EDUCATION



**Bachelor of Counselling Psychology**| Mount Kenya University | MAY 2019 – JULY 2022

**International Certificate of Digital Literacy (ICDL)** | ICDL AFRICA |JAN 2019– APRIL 2019

**Kenya Certificate of Secondary Education (K.C.S.E)** | Mugoiri Girls’ High School | 2015 – 2018

Referees available upon request