

RCHAEL MAWIA  
B010-01-0538/2021  
BACHELOR OF SCIENCE IN BUSINESS INFORMATION TECHNOLOGY  
COMMUNICATION SKILLS

CURRICULUM VITAE

**ENGLISH**

RCHAEL MAWIA  
P.O BOX 253-90203

**Gender:** Female

**Nationality:** Kenyan

**Religion:** Christianity

**ID Number:** 40227088

**Tel:** +254 704481152

**Date of birth:** 8/04/02

**Email:** [rachaelmawia@gmail.com](mailto:rachaelmawia@gmail.com)

**PERSONAL PROFILE SUMMARY**

As a thorough and meticulous Science in Business Information Technology student adept with the knowledge of tackling accounting and finance operations, I am eager to explore avenues that will challenge my abilities. I am capable of juggling numerous tasks assigned to me. I am also capable of writing articles as required.

**EDUCATION BACKGROUND**

- 2021-2024: Dedan Kimathi University of Technology, pursuing bachelor of Science in Business Information Technology
- 2017-2020: St.Annes Muthale High School- Kenya Certificate of Secondary Education (Grade attained B-)
- 2009-2016: GSU primary Academy- Kenya Certificate of primary Education (Marks scored 388)

**PROFESSIONAL COURSES**

- Certificate in Machine learning
- Business information technology

## **KEY SKILLS, ATTRIBUTES AND COMPETENCIES**

- Accounting: Skilled with the knowledge of handling general accounting principles such as reconciliations, petty cash management,
- Node.js
- Strong familiarity with accounting policies ie IAS, IFRS and IPSAS
- Superior MS Office application skills including Word PowerPoint and Access
- Good writing and oral communication abilities
- Strict adherence to deadlines
- Quick learner and good listener
- Keen on details
- Team leader and good team player
- Well organized

## **HOBBIES AND INTERESTS**

Reading novels, magazines and newspapers.

Watching both football and basketball.

## **REFEREES**

Mr Kasyoka

Senior Master

St.Annes Muthale High School

0712345678

## **Kiswahili**

RCHAEAL MAWIA

SANDUKU LA POSTA 253-90203

Jinsia: Kiume

Utaifa: Mkenya

Dini: Mkristo

Nambari ya kitambulisho: 40227088

Nambari ya simu: 0704481152

Barua pepe: [rachaelmawia@gmail.com](mailto:rachaelmawia@gmail.com)

## **UJUMBE WA KIBINAFSI**

Ili kutekeleza uadilifu katika nafasi yoyote katika shirika linalothaminiwa na kukuza ujuzi wangu zaidi na kutoa thamani katika kila huduma ninayotoa. Kuingiliana na kufanya kazi na watu wa matembezi tofauti ya maisha na kufanya kazi na shirika lenye mwelekeo wa ukuaji ambalo hutumikia wanachama wote wa jamii.

## **KIWANGO CHA ELIMU**

2021 - 2024: Chuo Kikuu cha teknolojia cha Dedan Kimathi; kufuata Shahada ya Biashara.

2017-2020: Shule ya Upili ya St.Annes Muthale - Cheti cha Elimu ya

Sekondari ( daraja linalopatikana B - ).

2009-2016: Shule ya Kibinafsi ya GSU primary: Cheti cha Kenya cha Elimu ya Msingi ( alama zilizopatikana 388 ).

## **Kosi Zingine**

- Ujuzi wa kufanya hesabu za akaunti
- Certified Public Accountants (CPA)- bado naendelea na masomo yake

## **SIFA**

- Nidhamu, uwajibikaji, uaminifu unastahili na mwaminifu
- Kiongozi wa timu na mchezaji mzuri wa timu
- Ufahamu mkubwa juu ya maelezo
- Iliyopangwa vizuri
- Kuzingatia madhubuti kwa tarehe za mwisho
- Mwanafunzi wa haraka na msikilizaji mzuri
- Mawasiliano bora

## **MATAMANIO**

Kusoma vitabu na magazeti.

Kuangalia mpira wa miguu na wa vikapu

## **Mtu Anayeweza ulizwa**

Bwana Kasyoka

Shule ya Upili Ya St.Annes Muthale

Mdogo wa Mwalimu Mkuu

0712345678

KIKAMBA

RCHAEAL MAWIA

Isanduku ya posta 253-90203

Mundu: Mundumume

Nzi: Kenya

Namba ya kivande: 40227088

Namba ya simu: 0704481152

Email: [rachaelmawia@gmail.com](mailto:rachaelmawia@gmail.com)

## **Uvoo Wakwa**

Ta mumanyiwa wa kusomea masavu ma mbesa wina umanyi na utwika wa kwika masavu ma viasala. Ninendeaswa muno kwona ngwika syindu ila nina utwika wa syo. Nina Nindonya kwika maundu ala ngwiwa nike ta ondu mailite na no niandike ta undu ngulitwe.

## **Histolia wa masomo**

- 2021-2024: Sukulu Munene wa Univasiti ya Dedan Kimathi, kusomea ndikilii ya masomo ma viasala
- 2017-2020: Sukulu wa sekondali ya mavisi ya St. Annes Muthale KCSE (gredi ya B-)
- 2009-2016: Sukulu wa primary wa GSU primary KCPE (maksi ala nakwatie ni 388)

## **Kosi ingi**

- Utwika wa kwika masavu ma viasala
- Certified Public Accountants (CPA) – niyo niendeye kwika

## **Utwika**

- Kwika masavu ma viasala
- Umanyi wa miao ya masavu ta IAS, IFRS na IPSAS
- Umanyi wa MS Office
- Utwika wa kwandika na kuneenanya nesa

- Kwatia miao
- Umanyi wa mituki na mwithukiisya museo
- Mundu muvanganu nesa

### **Mawendeesya**

- Kusoma mavuku na magazeti.
- Kwiloela Muvila

### **Mundu ula utonya kukulwa**

Ee kasyoka

Sukulu wa sekondali ya St.Annes Muthale

Munini wa mwalimu munene

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