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|  |  | Rebecca sammy |
| PROFILE  **CAREER OBJECTIVE**  To work in an organization where I can utilize my professional skills and personal integrity  to achieve excellent results and add value to the Information Technology department and the  wider Technology field.  **PERSONAL PROFILE**  I am a hardworking and open-minded individual with a strong belief in perfection through Contact **PHONE:**  0792855936  **EMAIL:**  Sammyrebecca026@gmail.com HobbiesVoluntary work Traveling and visiting new places |  | **EDUCATION** **2009-2013:-** K.C.S.E certificate. At Mutonguni Secondary School [School Name] **2014:-** Certificate in computer packages.  **OTHER TRAININGS AND WORKSHOPS ATTENDED**  **2017:** Attended Ajira training for online working at Kenyatta University.  : Attended google training at Kenyatta University  **2016:** Attended a career week fair at Mount Kenya University  2024-currently: Diploma in information Technology  **LEADERSHIP EXPERIENCE**  **2002-2009:** Served as a Head girl at Nguuni primary  **2008-2009:** served as scout Leader at Nguuni primary.  2024-currently: Diploma in information Technology **WORK EXPERIENCE****Gertrudes Children's Hospital Trainee** Respond to user requests for service, troubleshoot problems, and help  develop solutions.  • Support PC hardware components, desktop operating system software, and application software.  • Perform minor repairs to equipment and arrange for other service needs.  • Monitor ICT support backups and procedures to ensure data recovery.  • PABX Support.  • Outlook Mail Support.  • Supporting the rollout of new applications by training users in using these systems and applications.  • Assist in setting up new user accounts and profiles and dealing with password issues.  • Training other interns**.** **National Hospital Insurance Fund (NHIF)** • Registration of new members.  Capturing data and amending the existing records.  • Installation of computer drives and other software.  • Replacing and repairing printers.  • Biometric registration. **Digital Onpoint Limited receptionist** Handles expenses and billing cycles  • Manages reception area and looks after visitors  • Answers phone calls and transfers them as necessary  • Drafts, formats, and prints relevant documents  • Maintains stock lists and orders office supplies as needed  • Manages staff expense requests  • Interacts with directors and carries out their requests  • Assists in purchase orders and invoicing  • Maintains accurate records for employee holiday requests  • Manages outgoing post and records data on special deliveries  • Photocopies and files appropriate documents as needed  **Frontier Marketing receptionist**  **Responsibilities includes:**   * Receiving walk-in customers and guests and making them comfortable * Directing or escorting guests or visitors to specific areas or correct offices * Faxing, scanning, mailing and filing documents * Informing other members of staff about visitors or cancellations * Entering customer details into the company's records or database * Copying, filing and maintaining digital or paper records * Maintaining the office space and re-stocking office supplies * Handling all incoming and outgoing correspondence * Performing other administrative work like typing, proofreading, and transcription. * Answering telephone calls to take messages from clients or to provide   information |

**Referees**

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