**CURRICULUM VITAE**

**PERSONAL DETAILS :**

**NAME**  : Allger Symles Migide.

**EMAIL ADDRESS** : allgermigide@gmail.com.

**PHONE NUMBER** : 0113848686.

**NATIONALITY** : Kenyan.

**LANGUAGE** : English and Kiswahili.

**PROFESSIONAL SUMMARY**

I am a motivated and dedicated undergraduate student with a passion for learning and knowledge application. Throughout my academic journey I have been able to sharpen my problem-solving skills, teamwork and communication. I am eager to apply my technical knowledge in a dynamic internship setting, where I can contribute to real-world projects and continue to grow professionally.

**EDUCATION BACKGROUND**

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| --- | --- | --- |
| INSTITUTION | YEAR OF STUDY | QUALIFICAFION |
| Strathmore University | 2023-Current | Bachelor of Science in Informatics and Computer Science |
| Kenya High school | 2019-2022 | Kenya Certificate of Secondary Education |
| Busia Ebenezer Academy | 2016-2018 | Kenya Certificate of Primary Education |

**WORK EXPERIENCE**

Assistant Receptionist

**From 13/03/23 to 31/08/23**

1. Manage communications by answering and directing calls and emails.
2. Schedule and coordinate appointments for measurement taking, design consultations and follow-ups.
3. Support Order processing by writing the work orders and invoices.
4. Handling administrative tasks such as data entry and record management.
5. Greeting and providing a warm professional welcome for clients.

**SKILLS**

Problem-solving and teamwork.

Leadership and communication.

Programming Languages: HTML, CSS, JavaScript.

**EXTRACURRICULLAR ACTIVITIES**

Member of the Strathmore Cybersecurity club and German club.

Volunteered for community service at Kilimani Primary School.

**CERTIFICATIONS**

Cisco Certified Network Associate (CCNA) – Cisco,2024.

**REFEREES**

1. Mr. Aggrey Kenyatta

Lawyer at Adera and Kenyatta Advocates.

Phone No: 0723-307233.