

CURRICULUM VITAE

IMMACULATE WANGARI OMONDI

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PERSONAL DETAILS

Year/Date of Birth : 20th November 1999
Sex : Female
Nationality : Kenyan
Language : Kiswahili and English
Marital status : Single
ID Number : 37780421
Religion : Christian

PROFILE

Highly motivated, conscientious, and competent collaborator who possess in depth knowledge and expertise within this industry. Maintaining high standards, and assisting my employer in achieving their commercial objectives. With a desire and passion for continuous professional development. I am confident I can add value to your organization by always ensuring your customers and clients receive the best service possible.

CAREER OBJECTIVES

To work at a dynamic organization that will fully utilize the skills and experience acquired to foster my professionalism and career advancement while developing and advancing the organization.

WORKING EXPERIENCE

June 2022- November 2022: Assistant secretary at Bungoma Law Courts (Contract)

EDUCATIONAL BACKGROUND

2019 to current : **Kenya College of Accountancy University (KCA University)**
Diploma in Business Information Technology

February 2015- November 2018: **Mbale Shalom Girls' High School**
Kenya Certificate of Secondary Education (KCSE)

January 2004-November 2014 : **Vihiga Education City**
Kenya Certificate of Primary Education

PERSONAL ATTRIBUTES

- A fast learner with a proven track record of achievement
- Proficient in the use of all Microsoft Office Applications and a typing speed of 57wpm.
- Leadership skills, as I have served as a prefect and school president in both primary and high school.
- Exceptional communication skills
- A strong sense of business acumen and understanding that the organizations commercial objectives are crucial to my work
- An adaptable approach to change and someone who can take responsibility for their ongoing professional development.

REFEREES

1. Mr. George Opano
Jaramogi Oginga Odinga Hospital
ICT In charge
0798045521
2. Mr. Reuben Musanga
Bungoma Law Courts
Court Assistant
0727028276
reuben.musanga@court.go.ke
3. Mr. Brian Mwelusi Mwange
Mbale Shalom Girls' High School
Dean of Studies
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