ISAACK KARANJA

Data Entry Operator

Committed to hard work, honesty, and professionalism, I am well-suited for a data entry role. I thrive in a collaborative team setting, communicate effectively, and am adept at efficiently completing tasks with minimal supervision. Embracing challenges, I am ready to contribute my skills to ensure accurate and timely data entry, justifying the opportunity presented to me.

Contact

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Education

2021
KCSE
KIANDU SECONDARY SCHOOL
2016
KCPE
KAIGURI PRIMARY SCHOOL

Expertise

- ❖ Ms Word/ Excel
- ❖ Data analysis
- ❖ Team Work
- ❖ Problem Solving
- ❖ Critical thinking

Language

ENGLISH

KISWAHILI

Experience

2022 - 2023

JOYTECH CYBER ATHIRIVER

CYBER ATTENDANT

Duties and Responsibilities

Help customers with the use of computers, applications and internet usage.

Respond to customers who encounter error messages while accessing websites, emailing or downloading content.

Provide excellent customer care and assist clients to complete forms and returns for KRA, NTSA, NHIF and other e-government services.

Assist customers with downloads, printing, scanning, attaching and emailing documents.

Monitor use of computers, media equipment, printing equipment and other machines to ensure compliance with café policies and applicable laws and regulations.

Sell computer accessories, stationery and other cyber related goods and services while providing advice to customers on care and usage.

Troubleshoot hardware, terminals, software and connectivity issues.

Sell computer accessories, stationery and other cyber related goods and services while providing advice to customers on care and usage.

Troubleshoot hardware, terminals, software and connectivity issues.

Track customers' time and charges at computer terminals and keep daily records.

March 4th - 31th Dec - 2023

Samasource kenya

Data annotator

Accurately annotate images, videos, or other data according to specified guidelines and project requirements.

Utilize annotation tools and software to mark and label objects, regions, or keypoints of interest

Perform thorough quality checks on annotated data to ensure accuracy and consistency.

Collaborate with team members to maintain high annotation standards and meet project benchmarks

Follow annotation guidelines and project specifications to ensure uniformity and compliance with project objectives.

Provide feedback and suggestions for guideline improvements based on practical experience.

Reference

ISAAC GITUNDU
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