**CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME : BEATRICE KASEMBI MUNYWOKI

DATE OF BIRTH : 4/12/1996

NATIONALITY : KENYAN

GENDER : FEMALE

CELL PHONE : 0791863939

MARITAL STATUS : SINGLE

RELIGION : CHRISTIAN

ID NO : 33617877

LANGUAGE : ENGLISH,KISWAHILI

EMAIL ADDRESS : kasembibeatrice@gmail.com

**PERSONAL ATTRIBUTES**

I am an honest, highly motivated and result oriented driven mature Kenyan lady. Also good in communication a friendly person too.

**EDUCATION BACKGROUND**

Feb-April 2015 : KASARANI COMPUTER COLLEGE

Attained : Certificate in Computer Packages

2011-2014 : BOOKSHINE EDUCATION CENTRE

Attained : Kenya Certificate of Secondary Education

2003-2010 : ST. DOMINIC PRIMARY SCHOOL

Attained : Kenya Certificate of Primary Education.

**WORK EXPERIENCE**

Jan 2017 – to date : MODULEX COMPUTERS

Position : Cyber attendant/Receptionist.

2016 : PHINEWAYS REAL ESTATE COMPANY LTD

Position : Secretary

**Responsibilities**

* Maintaining Cleanliness
* Keeping records both manually and electronically.
* Sales and marketing.

2016 : KENAKONGO INVESTMENT COMPANY LTD

Position : Secretary

**Responsibilities**

* Maintaining Cleanliness
* Keeping records both manually and electronically.
* M-pesa services.

2015 : MAWINGU TRADING CENTRE

Sales Person

**Responsibilities**

* Maintaining Cleanliness
* Sale of goods.

**SKILLS AND RECOGNITION**

* Participated in music festival while in high school.
* Leadership skills are demonstrated in high school as the assistant chairlady for the Christian Union (CU).
* Attained a certificate in guidance and counseling class.
* Attained the most disciplined student in my High School.

**REFEREES**

1. **George Macharia**

Manager

Modulex Computers

Nairobi

Tel: 0721 722 486

1. **Mary Wanjiru**

Manager

Phineways Real Estate Company Ltd

Nairobi.

Tel: 0719 254 379

1. **Winnie Ireri**

Manager

Mawingu Trading Centre

Nairobi

<Tel:0718> 079 815