

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Sisinah Amondi Machui

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PROFESSIONAL SUMMARY

Motivated, honest, and dependable young professional with strong communication and interpersonal skills. A quick learner and effective team player who adapts easily to new environments. Known for professionalism, strong work ethic, and the ability to handle diverse situations with patience and confidence.

EDUCATION

Kabete National Polytechnic

2021 – 2025

Diploma in Secretarial studies

CORE SKILLS & COMPETENCIES

- Excellent verbal and written communication
- Strong teamwork and collaboration skills
- Leadership and organizational abilities
- Professionalism and strong work ethics
- Stress management and adaptability
- Compassion and excellent people skills
- Quick learner with a positive attitude
- Time management and reliability

PERSONAL ATTRIBUTES

- Honest and dependable
- Innovative and proactive
- Passionate and self-motivated
- Academically focused
- Ability to work under minimal supervision

HOBBIES & INTERESTS

- Socializing and networking
- Reading novels
- Travelling and exploring new cultures

REFEREES

Available upon request.