# **CRAIG MWANGI**

# Profession

Data Entry Specialist, Office Admin, Computer Packages Graduate.

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### About Me

I am a dedicated graduate specialized in computer packages, proficient in a wide range of office and productivity software including Microsoft Office Suite (Word, Excel, PowerPoint), data management tools, and basic database handling. I am detail-oriented, organized, and capable of supporting administrative tasks, data analysis, and document preparation. Eager to apply my skills in a professional environment to contribute to efficiency and accuracy.

### Key Skills

* Microsoft Word (Word Processing, Templates, Mail Merge)
* Microsoft Excel (Spreadsheets, Formulas, Data Analysis, Charts)
* PowerPoint (Presentations, Visual Aids)
* Data Entry and Management
* File Organization & Documentation
* Basic Database Handling (Access or similar tools)

### Projects / Experience

* **Data Entry and Management for a Small Business**  
  Maintained accurate records of client details, sales, and inventory using Excel and Access, improving data retrieval efficiency.
* **Presentation Preparation**  
  Created engaging PowerPoint presentations for school projects or local events, demonstrating ability to communicate ideas visually.
* **Office Support Role** (if you have any internship, volunteer, or part-time experience)  
  Managed correspondence, scheduled meetings, and maintained document archives with precision.

### Education

* [Certificate in Computer Packages], [petans driving and computer packages], [2003]