

# BRIAN IGANA

BACHELOR OF ARTS  
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RIURU, KIAMBU

## PROFILE

I am a friendly person with good listening and communication skills. I have experience in interacting with clients as an Office Administrator, participated in public speaking events on Community Development and successful small-scale sales. I can quickly learn and adopt new skills required to accomplish desired objectives.

## PROFESSIONAL SKILL

Microsoft Office Suite	HTML, CSS, Vanilla JS	Planning and Organization Skills
Sales Skills	Basic MySQL	Team Work

## EDUCATION

<b>Moi University</b> Bachelor of Arts in Political Science and Public Administration Second Class Honors (Upper Division)	<b>2017 - 2022</b>
<b>Senende Boy's High School</b> Kenya Certificate of Secondary Education B- (Minus)	<b>2013 - 2016</b>
<b>Mkwakwani Primary School</b> Kenya Certificate of Primary Education C + (Plus)	<b>2004 - 2012</b>

## WORK EXPERIENCE

<b>Office Administrator (Volunteer)</b> Office of the Governor, Ukunda Ward, County Government of Kwale. <ul style="list-style-type: none"><li>• Provided clerical support to the office by emailing, copying, filling out documents and maintenance of office cleanliness;</li><li>• Led other volunteers on clients services and management of students' inventory list and preparation of bursary payment list;</li><li>• Strengthened communication skills through regular interactions with clients and the office team; and</li><li>• Worked flexible hours across nights and weekends to meet needed results.</li></ul>	<b>15/8/2022- 12/2/2023</b>
<b>Office Administrator (Industrial Attachment)</b> Office of the Governor, Ukunda Ward, County Government of Kwale. <ul style="list-style-type: none"><li>• Resolved issues through active listening and open-ended questioning, forwarding major problems to the Ward Administrator;</li><li>• Monitoring and evaluation of community group projects;</li><li>• Actively participated in community sensitisation on development;</li><li>• Prepared minutes and monthly reports for the Ward Administrator.</li></ul>	<b>22/6/2021- 21/9/2021</b>

**Office Administrator (Volunteer )****2/12/2019 - 14/1/2020**

Office of the Governor, Ukunda Ward, County Government of Kwale.

- Receiving clients;
- Prepared internal memo for office supplies;
- Actively participated in public participation programs; and
- Prepared minutes for the Ward administrator.

**HOBBIES**

- Swahili creative writing.

**REFEREES**

**AZIZ SALIM VUMBI,**  
WARD ADMINISTRATOR - UKUNDA WARD  
COUNTY GOVERNMENT OF KWALE.  
CONTACT 0722 666 912

**WENANI KILONGI,**  
MOI UNIVERSITY - LECTURER,  
INDUSTRIAL ATTACHMENT ASSESSOR,  
CONTACT 0722 635690

**MWANARUSI SAID,**  
VILLAGE ADMINISTRATOR - KILOLAPWA VILLAGE,  
COUNTY GOVERNMENT OF KWALE,  
CONTACT 0710 466 643