

JACKTON MBOYA

+254 799877727 | jacktonmboya1@gmail.com

Personal Statement

I bring three years of experience in audio transcription and business management, showcasing expertise in accurate transcriptions and effective leadership. My audio transcription skills ensure high-quality outputs, and my business management background equips me with strong organizational and leadership abilities. I am dedicated to delivering results and contributing to an organization's success by combining technical proficiency and managerial acumen.

Education and Training

Kenya Institute of Management

Diploma in Business Management

Nairobi
October 2023

Ulalo Secondary School

Kenya Certificate Secondary School

Kisumu
November 2019

Certificates and Awards

Coursera,

Learning how to learn

Online
November 2023

Jijali Institute,

Job awareness and work readiness

Online
May 2020

Pitman Training Institute

Audio transcription level 1

Nairobi
November 2020

Digital Skills

Pwani Teknowgalz

Website development

Online
June 2020

- I have basic knowledge in HTML and coding on how it works.

Pitman Training Institute

Audio transcription level 1

Westlands
November 2020

- I have basic knowledge in audio transcription level 1 on how it works.

Professional Experience

Postal Corporation of Kenya

Marketing Department

Nairobi
June 2023

Skills

Computer Skills:

- Proficient in Microsoft and Google suites
- Proficient in Windows
- Website Development

Soft Skills:

- Effective Communication
- Problem-solving
- Time management
- Attention to detail
- Emotional Intelligence
- Self-disciplined

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Languages

English and Kiswahili