
Curriculum Vitae

Personal Information

Name: Edith Jelagat

Date of Birth: 24/03/2006

Phone Number: +254 748806684

Email: jelsedi33@gmail.com

Address: Nairobi, Kenya

Nationality: Kenyan

Career Objective

An ambitious and hardworking individual seeking a challenging position in a dynamic organization where I can apply my skills in Business and information technology to contribute to organizational growth and personal career development.

Education Background

Year	Institution	Qualification Obtained
2024- 2028	JKUAT University	Bachelor of Business and IT
2020 – 2023	Kapsabet Girls	Kenya Certificate of Secondary Education
2016-2019	Arap Moi School	Kenya Certificate of Primary Education
2009- 2015	Pioneer Academy	Junior Primary school

Work Experience

IT Support Assistant

ABC Technologies | Jan 2024 – Present

- Provide technical support for hardware and software issues.
- Install, configure, and troubleshoot computer systems.
- Maintain network infrastructure and ensure data security.

Intern – Administrative Assistant

XYZ Enterprises | May 2023 – Dec 2023

- Handled data entry and file management.
 - Assisted in coordinating office operations.
 - Prepared reports and scheduled meetings.
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Skills

- Excellent Communication Skills
 - Computer Networking and Troubleshooting
 - Data Entry and Records Management
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Problem Solving
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Languages

- English (Fluent)
 - Kiswahili (Fluent)
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Hobbies & Interests

- Football
 - Reading Tech Articles
 - Traveling
 - Listening to Music
 - Movies
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Referees

Mum 0790913141

Dad 0700795839

Hezron 0724508283
