



# JOSEPH KAGUNDA

## EXPERIENCE

March 2020 - April 2021

IT support & system Technician • Safaricom

Jan 2021 - Feb 2022

Frontend developer (Remote & Freelance) • Upwork / Fiverr

Jun 2022 - Aug 2023

Digital Marketing Associate • Orbit Media Shopify

Oct 2023 – May 2024

Business Manager • FairPrice Enterprises Ltd

Developed and implemented business policies and procedures to improve office efficiency and reduce costs.

## EDUCATION

Kabarak University, Nakuru, Kenya

- Bachelor of Business in Information Technology 2025

## COMMUNICATION

In my role as a Business manager, I've built solid experience managing both written and verbal communication with clients, suppliers, and internal teams. I take pride in creating professional documents and presentations that support smooth operations and reflect the company's standards.

## LEADERSHIP

I have developed strong leadership skills by managing administrative teams and overseeing daily office operations. My experience includes setting clear performance goals, offering regular feedback, and providing guidance to help staff succeed while maintaining a productive and positive work environment.



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## OBJECTIVE

Detail-oriented professional with 2 years of experience in administrative and office support. Seeking a **[Position Title]** role that offers remote and part-time flexibility. Committed to maintaining efficiency, clear communication, and a positive team environment.