

LIZ DAMARIS MUKAMI

P.O Box 79473 – 00200, Nairobi.

Telephone no: 0791 735 203 Email: lizdmukami@gmail.com

CAREER SUMMARY

Highly skilled and resourceful Bachelor of Science graduate with a strategic approach towards Technology and operational excellence in organizations.

I seek to secure a career opportunity to fully utilize my skills while making a significant contribution to the success of the company.

**PERSONAL SKILLS
& COMPETENCIES**

- Highly organized with the ability to prioritize and multitask.
 - Excellent knowledge of international standards of professional practice in information and knowledge-based systems management.
 - Exemplary expertise in:
 - Maintenance of computer systems, Network set up and Trouble shooting.
 - Web development and Design.
 - Database design and implementation
 - Software, hardware and network products trouble shooting.
 - Organizational strategic planning and Decision support.
 - Ability to keep abreast of latest changes in technology.
 - Strong moral and ethical code.
 - Formulation of Functional Internal Controls and Procedures.
 - Good time management skills and excellent communication skills with the ability to work well both individually and collaboratively.
 - Proficiency in using IT, MS Office & ERP Sap software platforms.
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EDUCATION

2015 – 2019

Rongo University

Bachelor of Science – Information Science.

2011 – 2014

Kangaru Girl's High School

Kenya Certificate of Secondary Education (B Plain)

Other Trainings & Computer Proficiency:

- MS – Excel & MS – Word
 - MS – Power Point & MS – Publisher
 - MS Access & MS Dos.
 - Word of Life Short Term Bible School.
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WORK EXPERIENCE

Jun 2022 – Sep 2022 (3months Contract)

VLAN College of Business and Technology, BRANCH MANAGER & JUNIOR LECTURER.

Responsibilities:

- Oversee the disbursement of college materials.
- Plan curricula.
- Oversee all budgets and support in basic record keeping/book keeping.
- Supervise personnel.
- Keep track of university records (everything from student transcripts to library archives).
- Prepare and deliver lectures and tutorials at all levels that stimulate interest in subject matter, in areas negotiated with Head of School and Department Head. This includes contributing to teaching in support of other School branches where appropriate.
- Provide excellent customer care and assist clients to complete forms and returns for KRA, NTSA, NHIF and other e-government services.
- Assist customers with downloads, printing, scanning, attaching and emailing documents.
- Monitor use of computers, media equipment, printing equipment and other machines to ensure compliance with business policies and applicable laws and regulations.
- Sell computer accessories, stationery and other cyber related goods and services while providing advice to customers on care and usage.
- Troubleshoot hardware, terminals, software and connectivity issues.
- Operate the various printing machinery.
- Learn and operate various equipment in the media centers – photo and video equipment, software etc.

July 2020 – February 2021

Moccatwiri Inc, DIGITAL CHANNEL AND SALES EXECUTIVE.

Responsibilities:

- Coordinating online activities and operations to secure efficiency and compliance to organization policies and procedures.
- Serving as the primary point of contact for online and mail customer orders, answering phone and email enquiries, resolving complaints and processing orders in an efficient and timely manner.
- Creating, editing and uploading product photography and descriptions to the ecommerce platform as well as removing discontinued/out-of-stock items.
- Planning digital marketing campaigns, including web, SEO, email, social media and display advertising.
- Designing, Building and maintaining organization's social media presence across all digital channels.
- Working with various teams to develop and implement product marketing strategies including pricing and advertising.
- Analyzing market trends to position products.
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Achievements

- Contributed to an outstanding service by making important policies, planning and strategic decisions towards shareholders wealth maximization.
- Analyzed internal operations and identified areas of process improvement.
- Restructured working procedures to make them more effective and efficient.

Feb – May 2020

Nulands Ltd, JUNIOR ACCOUNTANT

Responsibilities:

- Financial accounting and accurate bookkeeping.
- Reconciliations of ledgers, Banks, Debtors and Creditors accounts.
- In charge of accounts payables and receivables.
- Prepared and analyzed financial records for accuracy.
- Verified input transactions in the sales ledger to ensure debtors transactions are correctly posted and allocated.
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- Verification of invoices to ensure clients are correctly billed with the correct amounts.

June – Aug 2019

Nairobi Chapel Organization, INTERNSHIP.

Responsibilities:

- Compiled, verified accuracy and sorted information to prepare source data for entry.
- Reviewed data for deficiencies and errors, correcting any incompatibilities and checking output.
- Provided administrative support including assisting on performing data analysis and evaluation.
- Verified information received from other departments and compiled integrated reports.
- Researched and obtained further information for incomplete documents.
- Made recommendations on internal control systems for general operations to increase efficiency and effectiveness.
- Facilitated general PC trouble shooting and network maintenance.
- Software installation as well as running update and patches.

June – Sep 2017

The Kenya National Archives and Documentation SERVICE ATTACHMENT.

Responsibilities:

- Regularly evaluated IT System to ensure they meet the necessary demands.
- Ensured network security including implementing firewall, NIDS, HIPS and Antimalware soft wares.

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- Software installation as well as running update and patches.
 - Assisted in handling computer related tasks including network implementation.
 - Digitization of national documents and retrieval services.
 - Microfilming services.
 - Processed audio visual records
 - Performed conservation and documentation restoration services alongside repository services.

REFEREES

Hellen Achola

Supervisor – VLAN Technologies ltd

Email: hellenachola77@gmail.com

Judy Njogu

C.E.O – Moccawiri Inc

Email: judynjogu@gmail.com

DR. Lamek Rono

H.O.D – Informatics/Information Science

Rongo University

Email: ronohlamek@gmail.com