

MAKAU IMMACULATE MUENI

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P.O. Box 519-80108,

CAREER OBJECTIVE

To work in an environment that propagate my professional skills and knowledge to contribute to the achievement of the organizational set goals and the society at large. I'm a self-driven individual with good interpersonal relationship skills who always strive to attain the highest standards in any work assigned.

PROFESSIONAL BACKGROUND

CERTIFICATE

INSTITUTION

April 2023– June 2023

Certificate in Computer Packages

Utawala ICT
Center

September 2024-Upto Date

Pwani University

ACADEMIC BACKGROUND

QUALIFICATION

SCHOOL

2018-2022

K.C.S. E

Kiangini Girls Secondary

2011-2018

K.C.P. E

Yikivumbu Primary

EXPERIENCE

June 2024-AUGUST 2024

Cyber Management

Fremitech Enterprise

Responsibilities

- ✓ Assisted customers with internet browsing, printing, scanning and typing documents
- ✓ Troubleshoot common computer issues
- ✓ Provided basic technical support and guidance to customers on computer usage
- ✓ Managed customer payments and ensured smooth service operations

LANGUAGES

- English
- Kiswahili

PROFESSIONAL GOALS

- ✓ To promote ethical practices in the IT industry.
- ✓ To leverage my technical skills and knowledge to contribute to the success of the tech industry through innovation, problem-solving, and digital transformation.

COMPETENCIES AND SKILLS

- ✓ Problem solving skills
- ✓ Communication skills
- ✓ Interpersonal skills
- ✓ Computer literate
- ✓ Ability to work under minimum supervision

PERSONAL INTEREST

Sports	Netball and Badminton
Hobbies	Reading informative materials
	Listening to gospel music
	Travelling and adventure
Availability	Immediately
Expected salary	Negotiable

REFEREES

1. Jackson Makau Munywoki
Government Officer
Phone number 0721653730
2. Penninah Sileteh
Administration officer
Phone number 0727206707