

MELAT MELES

80100, Mombasa, Kenya | 0799458348 | melatmeles89@gmail.com

SUMMARY

Organised professional with strengths in manual and automated data entry, database management, and data tracking. Advanced with multiple software programs and care to review work for errors or source data problems. Committed clerical professional improving office efficiency through reliable administrative assistance. Works methodically for prompt, accurate task completion. Expert in organizing mass amounts of data and meeting tight project deadlines. Demonstrates excellent planning and time management skills to meet business support needs.

EXPERIENCE

03/2022 to Current

Baker

Self-employed - Mombasa, Kenya

- I started Mel's Patisseries(an online baking business) in March of last year.
- Served one to two bakery customers daily with professional and effective customer service.
- Carried out all baking duties with care and attention to detail to guarantee the production of high-quality products and minimize waste.
- Completed all bakery preparations in a timely and professional manner to keep the business running smoothly.
- Created attractive dessert trays.

SKILLS

- Trilingual in English, Swahili, and Tigrigna.
- Technical skills in MS Office (Excel, Word, Access, and Publisher).
- Programming skills in HTML, PHP, C, C++, SQL, JavaScript, and Visual Basic.
- Email correspondence management
- Cooperative team player.
- Fast learner
- Time management

EDUCATION

01/2021 to Current

Bachelor of Business Information Technology

Mount Kenya University - Mombasa, Kenya

- Coursework in business and information technology
- Research project in Dentistry Management System

01/2016 to 12/2019

Kenya Certificate of Secondary Education

Light Academy Secondary School - Mombasa, Kenya

GPA: B+

05/2009 to 12/2015

Kenya Certificate of Primary Education

Kingdom Heritage Model School - Mombasa, Kenya

GPA: B+

REFERENCES

Mr. Samuel Macharia

Coordinator of
Mount Kenya University
Mombasa, Kenya
Tel: +254700575653
Email: smmwangi@mku.ac.ke

Mrs. Zainab Sodha

Alumni Coordinator
Light Academy Secondary School
Mombasa, Kenya
Tel: +254799211103
Email: z.sodha@lightacademy.ac.ke