

BRENDA WANJIKU MWENDIA

C026-01-2229/2019

BACHEOR OF SCIENCE IN COMPUTER SCIENCE

COMMUNICATION SKILLS

ENGLISH

BRENDA WANJIKU MWENDIA

P.O BOX 81, Nyeri

Mobile: 0721710078

Email: brendamwendia@gmail.com

PERSONAL DETAILS

Id number: 38075679

Gender: Female

Nationality: Kenyan

Religion: Christian

CAREER OBJECTIVES

To uphold integrity in any given position in an esteemed organization and to develop my skills further and give value in every service I offer.

CAREER GOALS

To interact and work with people of different walks of life and work with a growth oriented organization that serves all members of the society.

ACADEMIC BACKGROUND

2020 to 2024: Dedan Kimathi University of technology; pursuing Bachelor of Technology in Building and Construction.

2016-2019: Moi Girls High School -Kenya Certificate of Secondary Education (grade attained B+).

2012-2015: Kubukubu Memorial Boarding Primary School: Kenya Certificate of Primary Education (marks attained 315).

WORK EXPERIENCE

August 3 2022-August 9 2022 Work with the Independent Electoral and Boundaries Commission.

#### ATTRIBUTES

- Disciplined, responsible, trust worthy and honest
- Team leader and good team player
- Keen on details
- Well organised
- Strict adherence to deadlines
- Quick learner and good listener
- Excellent communication

#### SKILLS

- Computer skills: MS office( Word, Excel, Publisher, Access, Power point)
- Good communication skills: fluent speaking and writing English and Kiswahili
- Good writing skills
- Leadership skills: served in various subcommittees in the Christian Union in Dedan Kimathi

#### REFEREES

Mr. Mureithi Kaimoe

Dean of Students Dedan Kimathi University of Technology

Mobile: 0721822163

Wanjiku Muriuki Agnes

Constituency election coordinator Siakago Constituency

Mobile: (254) 020-2877000

KISWAHILI

BRENDA WANJIKU MWENDIA

SANUKU LA POSTA 81, Nyeri

SIMU: 0721710078

BARUA PEPE: brendamwendia@gmail.com

MAELEZO YA BINAFSI

Nambari ya kitambulisho: 38075679

Jinsia: Kike

Utaifa: Mkenya

Dini: Mkristo

MALENGO YA KAZI

Ili kutekeleza uadilifu katika nafasi yoyote katika shirika linalothaminiwa na kukuza ujuzi wangu zaidi na kutoa thamani katika kila huduma ninayotoa.

KIWANGO CHA KIWANDA

Kuingiliana na kufanya kazi na watu wa matembezi tofauti ya maisha na kufanya kazi na shirika lenye mwelekeo wa ukuaji ambalo hutumikia wanachama wote wa jamii.

KIWANGO CHA KITAALUMA

2020 - 2024: Chuo Kikuu cha teknolojia cha Dedan Kimathi; kufuata Shahada ya Teknolojia katika Jengo na Ujenzi.

2016-2019: Shule ya Upili ya Moi Girls -Kenya Cheti cha Elimu ya Sekondari ( daraja linalopatikana B + ).

2012-2015: Shule ya Msingi ya Kumbukumbu ya Kubuku: Cheti cha Kenya cha Elimu ya Msingi ( alama zilizopatikana 315 ).

UTAFITI WA KAZI

Agosti 3 2022-Agosti 9 2022 Fanya kazi na Tume Huru ya Uchaguzi na Mipaka.

SIFA

- Nidhamu, uwajibikaji, uaminifu unastahili na mwaminifu
- Kiongozi wa timu na mchezaji mzuri wa timu
- Ufahamu mkubwa juu ya maelezo
- Iliyopangwa vizuri
- Kuzingatia madhubuti kwa tarehe za mwisho
- Mwanafunzi wa haraka na msikilizaji mzuri
- Mawasiliano bora

#### UJUZI

- Ustadi wa kompyuta: Ofisi ya MS ( Neno, Excel, Mchapishaji, Upataji, Nguvu ya nguvu )
- Ujuzi mzuri wa mawasiliano: kuongea vizuri na kuandika Kiingereza na Kiswahili
- Ustadi mzuri wa uandishi
- Ustadi wa uongozi: ulihudumu katika kamati ndogo katika Jumuiya ya Kikristo huko Dedan Kimathi.

#### WAAMUZI

Bwana Mureithi Kaimoe

Mkuu wa Wanafunzi Dedan Kimathi Chuo Kikuu cha Teknolojia

Simu: 0721822163

Wanjiku Muriuki Agnes

Mratibu wa uchaguzi wa kawaida jimbo la Siakago

Simu: ( 254 ) 020-2877000

#### KIKUYU

BRENDA WANJIKU MWENDIA

P.O. BOX 81, Nyeri

Thimũ: 0721710078

Email: brendamwendia@gmail.com

ŬHORO MUONGERERE

Namba ya ID: 39065222

Gĩcunĩĩ: Mware

Ŭrĩa Wa Gũtũmũrũ: Kenya

Ndini:Ndini ya Gĩkristiano

MŬTUMIA WA MŬTUMIA

Nĩguo njikarage ndĩ mwĩhokeku wĩra-inĩ o wothe ndĩraruta thĩĩnĩ wa ithondeka rĩrĩ igweta, na ningĩ ngathondeka ũhoti wakwa makĩria na ngonania ngatho harĩ wĩra o wothe ndĩraruta.

MŬKENDO YA MŬTUMBA

Kũnyitanĩra na kũruta wĩra na andũ a mĩĩkarĩre ngũrani na kũrutithania wĩra na ithondeka rĩa gũkũra rĩrĩa rĩrutaga wĩra kũrĩ andũ othe a bũrũri.

ŬRĨA THOMITHOMITHĨTE

Mwaka wa 2020 nginya 2024: Dedan Kimathi University of technology; gũthoma Bachelor of Technology in Building and Construction.

2016-2019: Moi Girls High School -Kenya Certificate of Secondary Education (Grathi ĩkinyegio B+).

2012-2015: Kubukubu Memorial Boarding Primary School: Kenya Certificate of Primary Education (marathi 315).

ŬHORO MUONGERERE

3 August 2022-9 August 2022 Kũrutithania wĩra na Kamĩtĩ ya Ŭthuurani na Mĩhaka.

ŬRĨA ŬRĨTŬGA

- Arĩ na mĩtugo mĩega, nĩ mwĩhokeku, na nĩ mwĩhokeku
- Mũtongoria wa gĩkundi na mũrutani mwega wa gĩkundi
- Kũrũmbũiya maũndũ ma bata
- ĩhaarĩrio wega
- Kũrũmĩrĩra mahinda marĩa magĩrĩire
- Nĩ erutaga na ihenya na nĩ athikagĩrĩria wega

- Kwaranĩria wega

ŬHORO MUONGERERE

- Ŭhoti wa kompiuta: MS office (Word, Excel, Publisher, Access, Power point)

- Ŭhoti mwega wa kwaranĩria: kwaria na kwandĩka na Gĩthũngũ na Kiswahili wega

- Ŭhoti mwega wa kwandĩka

- Ŭhoti wa ũtongoria: kũruta wĩra kamĩĩ-inĩ itiganĩte cia Christian Union Dedan Kimathi

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ŬRĨA KŬRĨA

Mũthuri ũyũ Mureithi Kaimoe

Dean wa Arutwo a University of Technology ya Dedan Kimathi

Thimũ: 0721822163

Wanjiku Muriuki Agnes

Mũrũgamĩrĩri wa ithurano cia gĩcigo gĩa gĩthurano gĩa Siakago

Thimũ: (254) 020-2877000