CALEB MUSYOKA

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Profile:

I am a motivated and talented individual seeking a challenging position to utilize my skills and knowledge in computer technology and data analysis. I am committed to continuous personal and professional development, I aim to contribute effectively to the success of an organization while furthering my own growth.

Education:

Hekima Bora School, Nairobi, Kenya

Certificate of Primary Education, 2011-2018

Makueni Boys High School, Makueni, Kenya

Certificate of Secondary Education , 2019-2022

Wang Point College, Nairobi, Kenya

ICDL Computer Course, 2023

Skills:

- HTML

- Data Analysis

- Data Management

- Computer Literacy (ICDL Certified)

- Excellent communication skills

- Teamwork and collaboration

- Ability to work under pressure

- Detail-oriented and organized

Experience:

Valley Energy Company, Nairobi, Kenya

Position: Intern

Dates: 2023

- Assisted in various tasks related to guest management and administration.

- Collaborated with team members to ensure smooth operations by carrying out assigned roles and efficient customer service.

- Gained practical knowledge and experience in the guest reception sector.

eCitizen, Nairobi, Kenya

Position: Intern in IT

Dates: 3rd July 2023 – Present

- Demonstrated excellent problem-solving skills and attention to detail in learning how to work with my team mates.

- Collaborated with cross-functional teams to optimize processes and enhance user experience.

Awards and Achievements:

- Nairobi Primary Swimming Champions, 2017

  - Awarded as the swimming champion in the Nairobi primary school category.

-Recognized for outstanding performance in academics at Makueni Boys

Community Service:

- Regularly volunteer at local children's homes, providing support, companionship, and organizing activities.

Interests:

- Reading books

- Drawing

- Playing music instruments, specifically the drumset

References:

Available upon request