

**KAHORO NJERI EVELYNE**  
**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**  
**BACHELOR OF SCIENCE IN BUSINESS INFORMATION AND TECHNOLOGY**  
**C027-01-0785/2020**  
**COMMUNICATION SKILLS**  
**ASSIGNMENT**  
**13<sup>TH</sup> MARCH 2023**

## **ENGLISH**

### **CURRICULUM VITAE**

#### **PERSONAL DETAILS**

**NAME** : KAHORO NJERI EVELYNE

**DATE OF BIRTH** : 23rd APRIL 2001

**STATUS:** SINGLE

**GENDER** : FEMALE

**CONTACT TEL NO.** : +254745654442

**EMAIL** : kahoroevelyne@gmail.com

#### **PERSONAL PROFILE**

I am goal-directed, results-oriented and professional with a strong administrative background and education. I am a skilled communicator who is persuasive and adaptive to any work environment. I am also self-motivated with high energy, initiative and focused. I am keen on insights of the needs and views of others; able to listen and identify issues or problem areas and form innovative solutions.

#### **WORK EXPERIENCE**

Worked at Almasi Daily as System Manager Assistant

##### **TASKS PERFORMED AS A FINANCIAL ASSISTANT MANAGER**

- ✓ Analyzing financial risks and suggesting possible remedies to offset them.
- ✓ System maintenance and safe guarding
- ✓ Analyzing financial data and processing it into usable information i.e giving interpretations.

#### **EDUCATION BACKGROUND**

**2020-TO DATE:** DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY,  
BACHELOR OF SCIENCE IN BUSINESS INFORMATION AND  
TECHNOLOGY

**2016-2020:** OUR LADY OF FATIMA GIRLS

K.C.S.E CERTIFICATE AWARDED

2007-2015 : MAKOHOKOHO PRIMARY SCHOOL

K.C.P.E CERTIFICATE AWARDED

**WORKSHOP ATTENDED**

- Machine learning and development (virtual with simplilearn).
- Full stack web development (virtual)

**SKILLS AND QUALIFICATIONS**

- Superior communication and critical thinking skills
- Knowledge in management accounting and interpretation of financial statements
- Team player and excellent judgement
- Microsoft Word/Excel/Access
- Microsoft PowerPoint

**Hobbies**

- Travelling and hiking i
- Charity activities

**Languages**

- English-proficient
- Kiswahili-proficient

**REFEREES**

JOSEPHAT\_KANYORO

MANAGER\_ALMASI\_DAIRY

TEL : 0722941590

## **KISWAHILI**

### **MAELEZO YA BINAFSI**

**JINA:** KAHORO NJERI EVELYNE

**TAREHE YA KUZALIWA:** 23 APRILI 2001

**HALI:** MSICHANA

**JINSI:** WA KIKE

**NAMBARI YA SIMU YA MAWASILIANO:** +254745654442

**BARUA PEPE:** kahoroevelyne@gmail.com

### **PROFAILI BINAFSI**

Mimi ni mwelekeo wa malengo, matokeo ya lengo na mtaalamu mwenye historia na elimu yenye nguvu ya utawala. Mimi ni mawasiliano mwenye ujuzi ambaye ni mshawishi na mwenye uwezo wa kubadilika katika mazingira ya kazi yoyote. Pia, nina motisha ya ndani na nishati kubwa, ninaanzisha hatua na nimejikita. Nina hamu ya ufahamu wa mahitaji na maoni ya wengine; nina uwezo wa kusikiliza na kutambua masuala au maeneo ya shida na kuunda suluhisho ubunifu.

### **UZOEFU WA KAZI**

Nimefanya kazi kama msaidizi wa meneja wa fedha katika Amica savings & credit limited.

#### **KAZI ZILIZOFANYWA KAMA MSIMAMIZI WA MENEJA WA FEDHA**

- ❖ Uchambuzi wa hatari za kifedha na kutoa mapendekezo ya jinsi ya kuziondoa.
- ❖ Uchambuzi wa data za kifedha na kuzifanyia kazi ikiwemo kutoa tafsiri zake.
- ❖ Utafiti wa masuala ya kiuchumi na kifedha. Kujua yanayojiri katika uchumi na kutabiri mambo ya siku zijazo.
- ❖ Mipango ya fedha .

### **ELIMU**

**2020-HADI SASA:** CHUO KIKUU CHA TEKNOLOJIA DEDAN KIMATHI,

**SHAHADA YA TEKNOLOJIA**

**2016-2020:** SHULE YA WASICHANA YA BIKIRA WA FATIMA

CHETI CHA K.C.S.E KILIPATIKANA

**2007-2015 : SHULE YA MSINGI YA MAKOHOKOHO**

CHETI CHA K.C.P.E KILIPATIKANA

**WARSHA ILIYOHUDHURIWA**

- Nilihudhuria semina utengenezaji wa mashine na roboti katika Chuo Kikuu cha Teknolojia Dedan Kimathi.
- Nilipata mafunzo juu ya Maadili na Misingi ya Kitaifa ya Utawala katika Chuo Kikuu cha Teknolojia Dedan Kimathi.

**UJUZI NA SIFA**

- Ujuzi wa mawasiliano bora na ufikiriaji wa kina
- Kutengeneza mitambo na mashine
- Microsoft Word / Excel / Access
- Microsoft PowerPoint

**Hobbi**

- Kusafiri na kupanda milima
- Shughuli za hisani

**LUGHA**

- Kiingereza – bora
- Kiswahili - bora

**WASILIANI**

JOSEPHAT\_KANYORO

MANAGER\_ALMASI\_DAIRY

TEL : 0722941590

## **KIKUYU**

### **UHORU WAKWA**

**RITWA** : KAHORO NJERI EVELYNE

**GUCIARWO** : 23, mweri wa kana, mwaka ini wa 2001

**MUTUURIRE WA FAMILI** : mundu umwe

**GITHOMO** : Mundu muka

**NAMBA CIA THIMU** : +254745654442

**EMALU** :kahoroevelyne@gmail.com

### **UHORU WA MUNDU**

Ndi mundu wina muoroto uria uri kuo wa guciara maumiririra mega na umenyo uri iguru muno na githomo kiega.. ndi mutaariri mwega uria ukoragwo na uhoti wa kuguuciriria andu na kuihurania na mathina ma handu o hothe.. o na nii ni ndirakena ni gukorwo ni ndiheaga hinya muingi na ngaruta wira uria kwagirire. ni ndiragiria muno kumenya maundu ma andu aria angina kumaigua itaguthutukania o nginya ngona aja itagukua ngoro.

### **MAWIRA MARIA NDEKAGA TA MUTEITHIA WA MUTONGORIA WA MAUNDU MA MBECA.**

- ✓ Guthuthuria mogwati ma mbeca na kuheana mawoni megii uria ungiihurania na maundu macio
- ✓ Guthuthuria uhoro wa mbeca na kuuthondeka.
- ✓ Uthondeki wa machine na mitambo
- ✓

### **GITHOMO**

**2020- NGINYA UMUTHI:** DEDAN KIMATHI YUNIVASITI YA TEKINOLONJIA

GITHOMO KIA TEKNOLOJI

**2016-2020:** CUKURU YA SEKONDARI WA AIRETU WA MUTHERU FATIMA

**2007-2015 :** CUKURU WA MUTHINGI WA MAKOHOKOHO

### **IKUNDI CIA NGEREKANO**

- Guceera gwataniro ya ‘GUCENJIA MUTARATARA WA UTHII WA NA MBERE’ cukuru ini wa dedan kimathi
- Kunyitanira thiiinie wa guthomithio uhoro wa ithimi na mitaratara ya utongoria wa bururi. Cukuru ini wa dedan Kimathi.

### **Uhoti na uhoti**

- Kwaraniria na uhoti wa gwiciria.
- Uthondeki wa machine na mitambo
- Microsoft Word/Excel/Access
- Microsoft PowerPoint

### **Maundu ma gwikenia**

- Rugendo na guthii na irima
- Mawira ma utugi

### **THIOMI**

- Githungu-kuhota
- Githwairi-kuhota

### **ATETI**

JOSEPHAT\_KANYORO

MANAGER\_ALMASI\_DAIRY

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