

Curriculum Vitae- Felix W. Masolo

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Personal details

ID number: 31974736

Date of birth: 22nd March 1995

Nationality: Kenyan

Languages: English, Kiswahili

Educational Background

Tertiary education:

Institution	Degree	Date of completion
Murang'a University Of Technology	Bachelor of Business Information Technology	April 2018

Secondary education:

School	Grade	Date of completion
Malava Boys High School	B(plain)	November 2013

Primary education:

School	Marks	Date of completion
Central Baptist Primary School	332	November 2009

Relevant experience

Work experience

May-August 2016 - ICT Intern, Office Assistant: Ministry of Agriculture, Livestock and Fisheries, Bungoma County.

- Liaised with senior staff to ensure efficiency in data entries
- Regular face to face contact with clients
- Completed daily log of enquiries so that order information could be updated
- Updated customer details database to improve information quality
- Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the ICT assistant to the ICT administrator.
- Installation of software.
- Typing and printing of information required by the ministry from the ICT department.

June-August 2017-Trade and Loans Intern: Department of Trade and Loans, Ministry of Trade and Industrialization, Bungoma County

- Compiled loans entry ledger reports, processed Small Medium Entrepreneurs information in developing database for financial management.
- Mobilized and sensitized small medium entrepreneurs on the function of our department, general office organization and inventory.
- Served customers, operating the till and handling money and card payments
- Maintained database and ensured the delivery of premium service to clients
- Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

Achievements

Communicated effectively with multiple colleagues to plan meetings and making decisions. Established strong relationships to gain support and effectively achieve results. Entrusted to manage office in the fund administrator’s absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official nursery correspondence. Developed innovative PowerPoint presentation used by the nursery fund administrator to market the services of the department to potential clients (entrepreneurs). Earned excellent feedback during performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.

Leadership experience

- House captain in High School, I led my house in winning the most performing house in academics and sports.
- Captained Murang’a University Rugby team to the national level.
- Acting Vice Chair Murang’a Rugby Football Club

Community involvement

- Participated in construction of bridges and roads.
- Volunteered in visiting orphans in the Children’s home.

Key Skills

Office Skills: Office Management, Records Management, Database Administration, 50wpm typing speed, Spreadsheets/Reports, Event Management, Calendaring, Front-Desk, Reception, Executive Support and Travel Coordination.

Computer Skills: MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, MS Project, MS Publisher FileMaker Pro, Windows, HTML, PHP, Java, CSS, JavaScript and Web development.

Interests

I play competitive rugby and enjoy bowling and keeping fit. I have a keen interest in dancing, and as well as playing guitar. Also enjoy going to the cinema, adventuring and swimming.

References

1. Mrs. Jackline M. Olubwayo
County Administrator Agriculture, Bungoma County Government
P.O BOX 33- 50200, Bungoma
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2. Mr. Stephen M. Sitati
County Fund Administrator, Bungoma County Government
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3. Dr. Benson Irungu
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