**MARTHER JUMBA KAVETSA**

**00100. NAIROBI KENYA**

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**PROFESSIONAL SUMMARY**

Detail-oriented and highly organized professional with hands-on experience in information and data management, database administration, and accurate record keeping. Strong team player with proven ability to collaborate effectively and contribute to group success. Skilled in cataloging and data entry with a keen eye for detail and accuracy. Proficient in programming languages including JavaScript, React, and C#, with solid problem-solving and organizational skills to support efficient project execution and system improvement. Committed to maintaining high standards of data integrity and operational efficiency.

**SKILLS**

* Information and data management
* Team work and collaboration
* Database administration
* Record keeping and data entry
* Strong attention to details
* Proficient in programming languages(javascript,react,c#)
* Problem solving and organizational skills
* Cataloging

**EXPERIENCE**

**KNLS**

**NAIROBI**

* Supported staff members in their daily tasks, reducing workload burden, and allowing for increased focus on higher-priority assignments.
* Gained valuable experience working within the organization, applying learned concepts directly to relevant work situations.
* Developed organizational skills through managing multiple tasks simultaneously, while adhering to strict deadlines.
* Analyzed problems and worked with teams to develop solutions.
* Contributed to a positive team environment by collaborating with fellow interns on the assigned tasks.
* Maintained physical and digital records in line with the information policy.
* Assisted in organizing and verifying data entries.

**EDUCATION AND TRAINING**

BACHELOR OF INFORMATION SCIENCE Expected to graduate in 12/2025

University Of Nairobi, Kenya