# SILAS KIVISIA ASUMU

P.O. Box 00242 Kitengela

Tel: +254 726 720652

E-mail: [silasfedhasumu@gmail.com](mailto:silasfedhasumu@gmail.com)

**OBJECTIVE**

* To get an opportunity where I can make the best of my potential and contribute to the growth of the organization.
* I will appreciate any challenges forwarded to me and work towards making those challenges positive end products.

**PROFILE**

Strong foundation in cataloging, digital archiving, information retrieval, records management. Passionate in IT support, information systems, and digital services. Equipped with practical knowledge in system management, and digital archiving. I bring exceptional communication abilities, fast typing, and proven expertise in data entry, research, and analysis in dynamic environments. Proficient in Microsoft Office tools, I am known for strong analytical and problem-solving skills. My flexibility and commitment to achieving accuracy and excellence in all tasks make me eager to contribute to the success of the organization.

**PERSONAL DETAILS**

**Year of birth :** 2000

**ID No :** 39126784

**Nationality :** Kenyan

**Language :** Kiswahili and English

**Marital status** : Single

**EDUCATION BACKGROUND**

* **Library and Information Science** – Kenyatta University, 2020 – 2025
* **Kenya Certificate of Secondary Education** – Masinga Boys High School, 2016 – 2019
* **Kenya Certificate of Primary Education** – Noonkopir Primary School, 2006 - 2015

**WORK EXPERIENCE**

## Regional Statistical Officer: Bahai Faith (Part Time) September 2023 – December 2024

**Duties and Responsibilities**

****

* Collected and compiled statistical data from local Bahá’í communities.
* Analyzed and reported on core activities such as study circles, children’s classes, and devotional gatherings.
* Prepared and submitted regional reports to support planning and decision-making.
* Maintained accurate records and ensured timely data entry.
* Provided training and support to local statistical contacts.
* Collaborated with regional coordinators and institutions to monitor progress and improve reporting.

## Civil Registry; Mavoko Law Court (Attachment) March 2023 – August 2023

**Duties and Responsibilities**

****

* Accurately recording and documenting vital events like births, deaths, marriages, divorces, and adoptions.
* Ensuring that official records are properly stored and easily accessible when required.
* Assisting the court with relevant civil status information in cases such as inheritance disputes, custody issues, or legal name changes
* Assisting the public in obtaining necessary civil documents.

## Modern Cyber

**September 2021 – August 2022 Duties and Responsibilities**

* Designing Business cards, Birthday Cards, Wedding Cards and Receipts.
* KRA Pin registration
* KRA lost Pin retrieval
* ITAX KRA return
* Good Conduct Application
* HELB Application
* NHIF Application
* CRB credit report update
* Travelling Passport Application
* Email and Ecitizen Opening
* Smart DL Application and renewal of DL

## Data Entry; Oasis Garden (Part Time) February 2020 – March 2021

**Duties and Responsibilities**

****

* Entering Service Charge data; Transferring paper-based data (such as receipts) into digital formats.
* Conducted research, analysed data, and managed reports from various excel sheet.
* Organizing and Storing Data; Organizing data logically for easy retrieval

# INTERESTS

* Tech exploration
* Reading
* Hiking

**SKILLS**

* Cataloguing and Classification
* Digital Archiving
* Data Entry and Analysis
* Records and Database Management
* Microsoft Office Suite: Advanced proficiency in Excel, Word, and PowerPoint

# REFEREES

## Mr. Benjamin Wanjala

Regional Baha’i Council Secretary

Baha’i Faith

Tel: +254 724 832363

## Mr. Steven Manyara

Supervisor

Mavoko Law Court Tel: +254 721 794964

## Mr. Fred Makokha

Manager Modern Cyber

Tel: +254 723 924685