

Timothy Mutisya Munyao

✉ mutisyatimothy010@gmail.com

☎ 0701440413

📍 Nairobi

Profile

I am a dedicated and detail-oriented graduate in Applied Statistics, with experience in administrative support, data entry, and report preparation for the County Government of Makueni. I am skilled in Microsoft Office, data analysis, documentation, and effective communication. I am eager to gain hands-on professional experience through the EABL Undergraduate Internship Program, where I aim to contribute to operational efficiency, data-driven decision-making, and business growth. I am committed to continuous learning, teamwork, and delivering high-quality work.

Professional Experience

11/2024 – 04/2025 Makueni, Kenya	Office Administrator Assistant (Volunteer) <i>County Government of Makueni</i> <ul style="list-style-type: none">Supported daily office operations, contributing to efficient workflows and timely service delivery.Managed documentation, filing, data entry, and preparation of official correspondence.Assisted in the preparation of monthly and quarterly reports, enhancing evidence-based decision-making.Participated in community outreach coordination, improving citizen engagement with county programs.Attended committee meetings and documented minutes, gaining exposure to governance and policy processes.Provided front office support, handled inquiries, and maintained a professional work environment.
-------------------------------------	--

Skills

Data Analysis & Reporting (R Programming, Excel)	Microsoft Office Suite (Word, Excel, PowerPoint)
Administrative Support & Documentation	Data Entry & Records Management
Communication Skills (Verbal & Written)	Time Management & Attention to Detail
Teamwork & Interpersonal Skills	Fast Learner & Adaptable Under Pressure

Education

01/2017 – 12/2020 Machakos, Kenya	Kenya Certificate of Secondary Education <i>Masinga Boys High School</i>
09/2021 – 11/2026 Nairobi, Kenya	Degree In Applied Statistics <i>Technical University of Kenya</i>

References

Available upon request.