

Timothy Mutisya Munyao

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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 **Office Administrator Assistant (Volunteer)**
Makueni, Kenya *County Government of Makueni*
- 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 **Kenya Certificate of Secondary Education**
Machakos, Kenya *Masinga Boys High School*
- 09/2021 – 11/2026 **Degree In Applied Statistics**
Nairobi, Kenya *Technical University of Kenya*

References

Available upon request.