

TIMOTHY MUTISYA MUNYAO

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Objectives

To Secure a position in a dynamic organization where I can apply my knowledge in applied statistics, data analysis, and administrative skills to support effective operations, contribute to evidence-based decision making, and continue developing both professionally and personally

Experience

1. Office Administrative Assistance (Volunteer) - 6th January, 2025-17th April, 2025

County Government of Makueni • Department of Devolution – Office of the County Administration

Duties

- Support in administrative tasks and public service delivery Maintained data accuracy and organization in report and records
- Helped coordinating departmental meetings and logistics.

2. Office Administrative Assistance (Attachment) - September 2024 - December 2024

County Government of Makueni • Department of Devolution – Office of the County Administration

Duties

- Assisted in Data entry, filing, and document organization
- Supported daily office tasks and communication
- Provided customer service to internal and external clients

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- R Programming
- Graphic Design
- Data Entry
- Communication (Verbal & Written)

Education

1. Technical University of Kenya

Expected to Graduate on November 2025 • Diploma In Applied Statistics

2. Masinga Boys; High School

From January 2017 to December 2020 • Kenya Certificate of Secondary Education