EUNICE WAMBUI WAITHIRA

Email : uncwambui@gmail.com |Tel : 0716525504

CAREER OBJECTIVE

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills and abilities in the field of information technology.

EDUCATION

2019 Jan - Mar   :Christian Industrial Training Institute

　　　　　　　　　Certificate in computer applications

 2019-2023   :Uzuri institute

　　　　　　　　　Diploma in information communication technology

Currently   :Power Learn Project

　　　　　　　　　Software Develpoment

WORKING EXPERIENCE

2023- Personal Assistant NJ constructors

- Managed client expectations and ensured desired results.
- Performed bookkeeping, verified invoices and managed credit usage.
- Coordinated sales and services operations effectively.

JAN –APRIL 2024- Industrial attachment at CITC college Thika

- Monitor student progress through administration assignments, quizzes and tests.
- Updated hardware and software for classroom IT devices.
- Tutoring computer packages and provided basic PC repair and maintenance.
- Performed PC troubleshooting, Formatting and Printing tasks.

MAY- JUNE 2024-MCEPHA &ASSOCIATES

- Filed tax documents accurately and on time.
- Entered and managed data efficiently.
- Maintained bookkeeping records for clients.

CERTIFICATES

- o Diploma in information communication technology
- o Employability skills certificate
- o Computer training certificate

TECHNICAL SKILLS

- Hardware and network troubleshooting
- Front-end programming
- Microsoft office (Word, Excel, PowerPoint)
- Adobe creative suite(Corel draw, Photoshop, Illustrator)

INTRAPERSONAL SKILLS

- Excellent written and verbal communication
- Highly organized and efficient
- Strong leadership and teamwork abilities
- Self-motivated and quick to learn

EXTRACURRICULAR ACTIVITIES

- Athletics
- Volunteering

REFEREES

Available upon request.