**VALLARY ATIENO**

Tel: 0791942112

Email: [atienovallary9@gmail.com](mailto:atienovallary9@gmail.com)

**CAREER OBJECTIVE**

To work and grow with an organization in an integral, professional and

adaptable manner, through the application of Information Communication

Technology.

**EDUCATIONAL BACKGROUND**

2019- to date **Kabete National Polytechnic**

Certificate in Information Communication Technology ***Completed***

***module one***

1. Computer Packages

2. Operating Systems

**Completed Module Two**

1. Programming skills
2. Computer Hardware and Maitenance skills

2012-2016 **Embakasi Girls Secondary School**

Kenya Certificate of Secondary Education (K.C.S.E)

**CORE COMPETENCIES**

Strong written and verbal communication skill.

Critical thinking skills

Strong motivation skills.

Problem solving and logical thinking skills

Hardworking, integrity.

Passionate about computers and other technological trends

**TECHNICAL SKILLS**

Microsoft Windows (Word, Excel, Access, PowerPoint).

CCTV Installation Skills.

ERP Solutions (Oracle and Microsoft)

Computer maintenance and support

Quick Books Accounting Software

AutoCAD

**WORK EXPERIENCE**

**2017-2019 Labs Inkstate** .

**Responsibilities**

• Preparing word documents in terms of typing and printing.

• Preparing pre-school diaries report cards and newsletters.

**2020: KOBBY TECHNOLOGIES LIMITED.**

**Responsibilities.**

Pre-sales and Sales operations

* Preparing business documents through printing and
* Preparing Powerpoint presentations
* Sending E-mails in and out of the organization.
* Stock- Taking organization’s stationeries.

**HOBBIES AND INTERESTS**

Writing.

Reading.

Online and offline Researching.

**REFEREES**

• **Laban Adornijah.**

CEO

Labs Inkstate ltd

Tel: 0717587807.

• **Nehemiah Makau**

Business Director Manager

KOBBY TECHNOLOGIES LIMITED

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