

CLIFF W'MOSI
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CAREER OBJECTIVE

To gain industry experience in Information Technology through an entry level opportunity while leveraging on skills gained through education and past experiences to create value for the organization.

EDUCATIONAL BACKGROUND

- 2018 – 2022 **Strathmore University**
Bachelor of Business and Information Technology
with Honors/Distinction
- 2014 –2017 **Light Academy**
Kenya Certificate of Secondary Education (K.C.S.E)

WORK EXPERIENCE

Dec 2022 – Present **ICT Authority Presidential DigiTalent Programme (Cohort VII).**
Business Support Intern.

Key Responsibilities:

- Conducting sales analysis and generating reports to assist in decision-making processes.
- Ensuring accurate and timely data entry into various systems, such as ERP (Enterprise Resource Planning) systems.
- Performing various administrative tasks, such as scheduling meetings and coordinating travel arrangements.
- Providing support to sales teams by managing orders and ensuring that contract and compliance documentation is up to date.

Jan – March 2021 **Kenya Revenue Authority**
Project Management Intern.

Responsibilities:

- Liaising with cross-functional teams to ensure that all projects are executed smoothly.
- Tracking daily revenue collection from the newly deployed processes as per assignments.
- Participating in policy development that directs the selection, development and implementation and the use of IT within the enterprise.

Achievements:

- Collaborated with internal resources and third-party vendors for flawless execution of projects.
- Built process improvement tools to separate and combine tasks into efficient workflow, improving efficiency by 15%.
- Streamlined project processes by implementing standardized procedures.

Jan – April 2020 **Schindler Group**
Business Support intern.

Responsibilities:

- Assisted with inventory management and planning to ensure that stock levels were appropriate.
- Provided support to sales teams by managing orders and ensuring that contract and compliance documentation was up to date.

- Identified areas where processes can be improved and recommending solutions.
- Verified account information and reported figures in the general ledger by cross-checking with bank account statements on a monthly basis.

Achievements:

- Reduced inventory carrying costs by implementing an inventory management system that optimized stock levels.
- Identified opportunities for revenue growth through in-depth analysis of sales data.
- Ensured the accuracy of financial records by verifying account information and reconciling figures in the general ledger with bank account statements on a monthly basis.

Jan – March 2019 **East Kenya Union Conference**
Voluntary service- 225hrs

EXTRA-CURRICULARS

- Athletics Men's Team Captain (2016 – 2017).
- Division | Student-Athlete SU Athletics Team (2019 – 2021)

PROFICIENCY/SKILLS

Languages: Python, Java, C++

Database Management: MySQL, MS Access

Process governance: ITIL framework

Certifications: Google Data Analytics, Agile

HOBBIES & INTERESTS

- Art
- Football and Travelling
- Car enthusiast
- Event organizing

REFEREES

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