

PERSONAL INFORMATION

MUNGATHIA NANCY KARIMI

P.O.BOX 6, LAARE.

0726343215

Kariminancy2022@gmail.com

EDUCATION BACKGROUND

Alagappa Institute of Skills and Development

Sep 2023- Nov 2023

Karaikudi

Graphics and Design

Workhours kphb Hyderabad

January 2024

Digital Marketing

Digi shapers Africa

March 2024

Skills Development course

ALX

May 2024-Jun 2024

AI Career Essentials

Institute of Advanced Technology

May 2019- July 2019

Linux Administration

Generation Kenya

September 2018

Financial Sales Service

Jomo Kenyatta University of Agriculture

May 2011-May2014

and Technology

Bachelor in Business Information and Technology

Chogoria Girls High School

Feb 2007- Nov 2010

Kenya Certificate of Secondary Education

WORK EXPERIENCE

Taji Adult Education Centre

Oct 2018- Nov 2021

Office Assistant

- Recording of any issued book
- Organize and maintain files, records and update when necessary.
- Organize bookkeeping
- Deal directly with students and parents
- Record details of inquiries, comments, and complaints

Madison Insurance

May 2018-Aug 2018

Sales Agent

- Dealing with life insurance: Health, savings and School fees

VICI Consulting Limited

Oct 2017-Feb 2018

Data Entry

- Accurately entering the uploaded bio information into the database
- Maintain and update the bio data of the clients into the database
- Correct the incorrectly entered data
- Obtain further information for incomplete biodata for clients
- Transcribe information into the required format

IEBC Igembe Constituency

May2017-Sep 2017

ICT Support Clerk

- To provide ICT support service to Voter Verification Assistants
- Restore normal service to the users as quickly as possible by fixing a technical fault, fulfilling a service request, or answering a query to allow the users to work effectively.
- Preparation, configuration and testing of verification/ inspection kits in readiness for verification of the register of voters

Intra-Health Kenya

March2015-July 2016

Data Officer

- Update, store and clean data for National Health
- Analyzing the information to provide a solution to the current Ministry of Health database
- Integrating data inside the Ministry
- Keeping it up to date

Data Sales Representative

- Account opening providing client service to existing customers
- Arrange meetings with potential customers to prospect for new business
- Gather market and customer information regularly

REFEREES

1. Elisha Okumu
Director
Taji Adult Education Centre
0706982626
2. Paul Wakhungu
Systems Developer
Intra-Health Kenya
0726248372
pwakhungu@intrahealth.org
3. Mr.Mugambi Meeme
Systems Administrator
Ministry of Interior
0721716570
4. Bessy Kendi
Team Leader
Faulu Micro-Finance Bank
0710439373