

MIRIAM NYAMBURA

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Objective

As a God fearing person, I believe in honesty, integrity and truthfulness in offering service to others as well as hard work, high level of discipline, team building spirit which is key for the success of every organization managed and run by numerous workforce. Time consciousness is also my priority. My Objectives are; To build a long term career in service provision with opportunities for career growth. To use my skills in the best possible way for achieving the company's goals. To solve problems in an effective and creative manner in a challenging position.

Experience

2020 - 2021

Milimani Law Courts

Data entry Operator

Job description.

- Data Entry and Scanning
- Keeping records for future Reference
- Tracking lost files and updating.
- Handle sensitive information in a confidential manner

2019 - 2020

Ministry of Tourism and wildlife

Admin Intern

- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Cover the reception desk when required
- Reply to email, telephone, or face to face inquiries
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Book conference calls, rooms, taxis, couriers, hotels, etc.
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues
- Provide polite and professional communication
- Implement clerical duties and administrative processes

2018 - 2019

Janta Kenya

Sales Executive

Conducting market Research to identify selling possibility and evaluate customer needs.

- Actively seeking out new sales opportunities through cold calling and networking.
- Creating sales reports

2015 - 2015

Goodlife sacco

Administrative assistant.

- Record management and Archiving
- Opening and updating Members Personal Accounts
- Reconciliation of Bank Statements
- Monthly cash flow preparations.
- Other administrative duties

Education

2018

Cooperative university

Degree in Cooperative Business (Finance)
Second Class Honors Upper Division

2015

Cooperative university College

Diploma In microfinance
Credit

2014

St Peters Clavers

Certificate in Computer Packages
Pass

2020

RCM College

CPA
Pass

Skills

•Problem solving skills •Confidentiality and integrity •Decision Making •Sales •Good Interpersonal Skills

Reference

CPA (K) Kiprotich Cornelius - "Dannis Creatives Ltd"

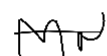
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