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# Objective

To acquire a challenging position that requires creativity and responsibility in correspondence with my abilities to achieve company goals and targets, that will hence give me a platform to climb up my career ladder with open and liberal mind.

# Education

Qualification: Bachelors degree in pure psychology

Institution: Kenyatta University

Kenya, 2011 – 2015

Qualification: Diploma in human resource management

Institution: Nairobi Institute of Business Studies

Kenya, 2013 – 2014

Certificate in leadership and management

Kenyatta university

Kenya,2013

Qualification: Kenya Certificate of Secondary Education

Institution: Moi girls high School

Kenya,2007-2010

# Experience

Nov 2014 – November 2015 **DiaTech Medical Equipment's Trading & Maintenance - Dubai – Receptionist/admin assistant**

Roles and Responsibilities:

* Welcoming Clients by greetings in person or on the telephone.
* Answering or refering enquiries if need be.
* Directing clients/visitors by maintaining employee and department directories.
* Maintaining safe and clean reception area.
* Keeping records and updates of clients and perfoming some basic data entry
* Delivering excellent customer service at all times.

##### June 2013 –2014 august Gertrude’s children s home-stimulator/(every Saturday)

* Roles and Responsibilities:
* Calling each child by their name to ensure they respond,and are aware of themselves and have the ability to express themselves.
* Creating home safety zone for children to feel wanted and free to explore and encouraging them to learn new things.
* Paying attaention to the childs sensory sensitivities as most of them are hypersensitive to light ,sound touch or even taste,This helpswhat ellicits bad or positive reaction.
* Play therapy whereby as the child play we constantly used to monitor in order to check any improvement.
* Issuing of projective tests like draw a person taste in order to analyse the childs thinking capacity,and know what matters to this child.
* Teaching the children new plays or games for behaviour modification to ensure their repititive tendancies.

##### July 2012 – May 2013 St. Aquinas Teachers College-Educational psychology Tutor

Roles and responsibilities:

* Making lesson plans for my psychology classes every morning for efficient teaching in order to ensure the lesson covers the whole topic as per the syllabus.
* Guiding and Counseling of students on issues regarding their day to day life problems regularly since i was the guidance and counselling assistant.
* Making schemes of work to ensure all lessons covered have been recorded
* Attending weekly staff meetings to discuss different issues about daily college running and also to share different ideas with my mates.
* Attending guidance workshops in order to receive additional training and techniques for counselling.

##### January 2012-june 2012 Mama Lucy Kibaki Hospital-Counselor/social worker

Roles and Responsibilities:

* Meeting clients who come for the counseling sessions and welcoming them into the counseling room to fill in the details before proceeding for psychotherapy.
* Respond to clients inquiries regarding to services provided promptly and giving them dates for the next counselling session session on behalf of my supervisor.
* Taking my client through the counselling session during my turn,atleast two days in a week and taking case notes for reference incase i twill be needed.
* Collect data regarding patient care concerns needs and problem in order to provide corrective actions
* Assuring my counselor of confideality of all the issues they open up to me,and taking case notes in away that the identity of the client ca only be understood by me
* Guiding and counseling the Hiv infected people and those individuals with terminal illnesses.
* Meeting with children who have autism and conduct disorders every Saturdays to monitor progress
* Constant follow up on my clients who default coming for sessions.

# Seminars & Training attended

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##### July 2012 Peer counseling training at Kenyatta university wellness center

##### August 2015 APHIA Plus training on contraceptives

# Skills

* Advanced computer literacy skills in Word,and Excel
* Possess excellent administrative and organizational skills
* Be able to handle a high volume workload with tight deadlines
* Excellent communication and interpersonal skills
* Confident and has the ability to deal with all levels in the organization
* Attentive to details and with excellent follow up skills
* Excellent written and verbal communication skills in English.
* Strong team player and flexible about working hours

# Hobbies

* Socializing and making new friends
* Swimming and playing indoor games
* Travelling.
* Trying out news things.