##### Curriculum Vitae

**Edwin**

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**Personal details**

**Name**  : Edwin

**NATIONALITY** : Kenyan

**DATE OF BIRTH** : 2nd April 1990

**RELIGION** : Christian

**MARITAL STATUS** : Married

**GENDER**  : Male

**LANGUAGE** : English, Kiswahili

**Personal profile**

* A self-motivated individual seeking for an opportunity at a growing organization so as to develop new skills while strengthening those I already posses
* My education and work experience has enabled me to develop good organizational skills, an analytical/logical approach to tasks and the ability to work under pressure. I am able to work well both on my own initiative and as part of a team.
* My main strengths are adaptability, dependability and the determination to get a job done as proven by my work experience
* I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally

**Career Objective**

* Embarking on challenging career, I can make good use and further develop my skills gained during working and interaction of various business units.

**Professional Training**

COURSE Computer Maintenance and Repair

YEAR FEBRUARY 3rd - AUGUST 29th 2010

COLLEGE **DIAMOND COMPUTER TRAINING COLLEGE**

COURSE Computer Applications and Programming

YEAR MAY 2010 - NOVEMBER 2010

COLLEGE **TRANSCON INSTITUTE OF INFORMATION TECHNOLOGY**

COURSE Accounting Technician Certificate (KASNEB)

YEAR JAN, 2013 - JUNE, 2013

## **PROFESSIONAL EXPERIENCE**

YEAR : 2010 – 2014

ESTABLISHMENT : **MULTIMEDIA UNIVERSITY OF KENYA**

POSITION : ACCOUNTS CLERK / DATA ENTRY CLERK

**Work covered**

**SECTION: DISPENSARY**

Welcoming and receiving patients / clients

Billing and receipting

Invoicing of clients

Reconciliation of daily revenue / sales

Preparation of daily and monthly reports

Keying of patient data into database

Maintenance of patient records / filing system

Following up on payments

Other duties assigned

**SECTION: PRINTING**

Billing receipting

Invoicing

Reconciliation of daily revenue/sales

Preparation of daily and monthly reports

Keying of important data into main information system

Following up on clients debts/delayed payments

Filing of important documents

Remittance of daily revenue to main cashier

**ACADEMIC BACKGROUND**

#### **SECONDARY SCHOOL EDUCATION**

SCHOOL : SAMAJ SCHOOL

Year : 2009

#### **PRIMARY SCHOOL EDUCATION**

SCHOOL : KINYANJUI RD. PRIMARY SCHOOL

Year : 1996 -2004

**HOBBIES**

- Watching movies

- Playing football

- Listening to music