**CURRICULUM VITAE**

**On visit visa -expiries on 25 May**

Mary.215187@2freemail.com

**PERSONAL DETAILS**

NAME : Mary

NATIONALITY : Kenyan

LANGUAGES : English and Swahili

**PROFILE**

* Having trained on information Technology I do have the ability to give quality services, work under pressure and keep confidential matters. Am also quick to adapt to new environment and face any challenges.
* Focuses and attentive to details, a team player, ability to handle multi task and meet deadlines motivated by excellence performance and challenges assignment and ability to exercise professionalism in assignment
* Self motivated and ready to work under minimal supervision in a challenge environment.
* Honest, well-organized, and hardworking.
* Punctual and reliable

**CAREER OBJECTIVE**

By being a team player my mission is to: enhance the productivity and efficiency of the organization through application of knowledge towards rational management and exploitation of information Technology for sustainable development in the world while at the same time addressing Information and Community Technology issues.

**WORKING EXPERIENCE**

**May 2013 – Jan 2014 AIN KHALED SUPERMARKET (Doha, Qatar)**

 **Position:** Cashier

**Duties undertaken**

* Balancing the daily account at the end of each day
* Checking the daily cash balance
* Checking for the price of products and any discounts or offers
* Maintaining daily account of the daily transactions
* Maintaining a friendly and considerate environment
* Face to face customer interaction

**Apr 2010- April 2013 WELKIM SENIOR ACADEMY**

 **Position:** Secretary/Receptionist

**Duties undertaken**

* Filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.
* Data entry and loading other necessary information into the software programs.
* Making copies of the documents, as assigned by the office managers and also according to the needs of the office.
* Monitoring the order supplies related to the office.
* Distributing the incoming mails to the respective staff.
* Maintaining and organizing the paper and electronic documents. Storing them properly for future reference.
* Keeping the list of employee communication and contacts updated.
* Keeping the petty cash and making payments.

**Nov 2008 - Mar 2010 SAMYTECH COMPUTER SERVICES**

**Position:** Office Assistant / Receptionist

**Duties undertaken**

* Typing letters and replies to the inquiries made.
* Sorting and filing papers like memoranda, invoices and letters.
* Updating the computer database by data entry.
* Compiling office records and updating the files.
* Keeping the petty cash.
* Face to face customer interaction
* Software and hardware installation and upgrading Data entry into systems
* Maintaining a friendly and considerate environment

**EDUCATIONAL QUALIFICATIONS**

**2008 : Unity College of Professional Studies**

 Award: Diploma in Information Technology

**2007 : Boirad Computer College**

 Award: Certificate in Computer Packages

* Introduction to Computers
* Ms- Word
* Ms- Excel
* Ms Access
* Ms PowerPoint
* Publisher
* Corel Draw
* Internet and Emailing

**2003-2006 : Kambala Secondary School**

 Award: Kenya Certificate of Secondary Education (K.C.S.E)

 **Mean Grade:** C (plain).

**2001-2002 : Lakeview Academy**

 Award: Kenya Certificate of Primary Education (K.C.P.E)

 Attained 300 out of 500 marks.

**ADDITIONAL SKILLS & ACHIEVEMENTS**

* Christian Union Chairlady- Secondary School.
* Assistant Chairlady- Mathematics Club- Secondary School.
* House Prefect- Secondary school.
* Self motivated and team player.
* Participated in drama club

**HOBBIES**

* Commitment to continuous learning for professional development
* Watching documentaries
* Listening to music
* Socializing
* Traveling

**REFEREES**

Available upon request