



# VIRGINIA NJERI GITAU

## Data Entry Assistant

### Personal Information

**Phone No.**  
+254 790 469 318  
**P.O Box No.**  
55009-00200, Nairobi  
**Email:**  
gitauvwxyz@gmail.com

### Personal Details

**Date of Birth** : 14<sup>th</sup> December 1994  
**Nationality** : Kenyan  
**ID No.** : 32291541  
**Gender** : Female  
**Marital Status** : Single  
**Languages** : Fluent in English and Swahili

### PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake or situation that I am presented with. I am also a proactive lady who is willing to work with others to achieve a certain objective on time and with excellence.

### WORKING EXPERIENCE

**October 2023 to December 2024**

**Receptionist / Theory Instructor**

**Maridadi Auto Academy**

- Delivering and engaging theory lessons on road safety, traffic laws, and driving techniques to students of various skill levels.
- Developing lesson plans, instructional materials, quizzes, and assessments to ensure comprehensive learning and track student progress.
- Providing personalized feedback to students, addressing questions, and offering additional support to ensure successful learning outcomes.
- Greeting and assisting students and visitors, offering information on courses, schedules, and driving school services.
- Coordinating and scheduling driving lessons, managing instructor availability and student appointments efficiently.
- Maintaining accurate student records, including personal details, lesson attendance, progress, and payment histories.
- Answering phone calls, emails, and in-person inquiries, providing clear and accurate information about courses and services.
- Processing payments, issuing receipts, and handling administrative tasks related to student registration and recordkeeping.
- Monitoring student progress through driving exams.

- Collaborating with instructors and management to resolve scheduling conflicts, student concerns, and ensure smooth day-to-day operations.

### **March 2020 to 2022**

#### **Data Entry Assistant**

#### **Ryjas Ventures Limited**

- Creating spreadsheets to track title deed and mutations forms. .
- Transferring data from hard copy to soft copies.
- Scanning and printing Title deed copies.
- Organizing existing data in a spreadsheet.
- Verifying outdated data and make any necessary changes to records.

### **September 2018-2020**

#### **Frambu Enterprises**

#### **Store keeper and Data Entry Assistant**

- Ensuring that the store is kept clean and organized.
- Entering customer details.
- Using Ms. Excel to key in details as assigned.
- Filling all the receipts and LPOs in the system.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Making sure all the car's inspections within the organization is done on date and are will filed.

### **February 2016-2017**

#### **Surf Arena Cyber**

#### **Cyber attendant**

- Using various website to serve customers e.g., K.R.A, E-CITIZEN, KNEC, NTSA, TSC, GHRIS, KUCCPS and many others.
- LAN Networking and also servicing computer machines.
- Serving customers in typesetting and general office services, scanning, photocopying and printing documents.
- Designing cards posters and banners.
- Preparing presentations using PowerPoint.

### **June to August 2015**

#### **K-unity Sacco Society**

#### **Industrial attachment**

- Using the banking system to enter data.
- Cheque verification
- Software and hardware installation
- Trouble shooting & computer servicing
- IT support which include - Printer installation and sharing in a computer -computer

## **ACADEMIC BACKGROUND**

**2014 -2015**

**St Paul's University**

Diploma in Information Technology

**Sept-Dec 2015**

**Petanns Driving School**

Attained a Driving License (B.C.E)

**2013-2014**

**Lucy Materson Academy**

Computer Applications

**2009 -2012**

**Gitura Secondary School**

Attained a Kenya Certificate in Secondary Education

**1998-2008**

**Kamahia Primary School**

Attained a Certificate In Primary Education

## ACADEMIC SKILLS

- WAN & LAN Networking management
- Web Development: Html
- Software installation in computers and server.
- Computer hardware and software Maintenance and Support
- Computer skills: Ms. Word, Ms. Excel, Ms. Access, Ms. PowerPoint, Internet, Scanning and Printing.

## CAREER OBJECTIVE

To utilize my knowledge, skills and experience in providing quality and professional services for attainment of organizational goals while always striving for excellence and future growth.

## OTHER SKILLS

- Good communication and presentation skills
- Analytical and Design skills
- Good interpersonal skills
- Microsoft Office
- Internet Literacy

## REFEREES

1. St Paul's University,  
Machakos,  
Cell: 0705 141 002

2. Jacqueline Wambui,  
Manager,  
Surf Arena Cyber,  
Cell: 0718 403 750

3. Mr. Eric Ngigi  
System administrator,  
K-Unity Sacco.  
Cell: 0722 394 923

4. Evangelist Duncan Kihara,  
P.C.E.A Gathaithi Parish,  
Cell: 0714 507 718