



VIRGINIA NJERI GITAU

Data Entry Assistant

Information

Phone No.

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Email:

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Personal Details

Date of Birth : 14th 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

Maridady 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- Verifying outdated data and make any necessary changes to records.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

assembling and connecting UPS -Servicing computers, UPS and printers

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