

# SUSAN WANJIKU KAMAU

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## EDUCATION

**12/11/2024 - 10/01/2025**

**Excellence Training Centre**

**Doha Qatar**

Certificate In Document Control Management  
(Level 3)

**07/2016 – 07/2018**

**Kiambu Institute of Science and Technology Kenya**

*Certificate in Electrical and Electronics*

*Engineering (Power Option),*

**12/2015 – 02/2016**

**Pettans Driving and Computer College**

*Certificate in Computer Studies,*

**02/2011 – 11/2015**

**Kamandura Girls High School**

*Kenya Certificate of Secondary Education*

**2004 – 2010**

**Musa Gitau Primary School**

*Kenya Certificate of Primary Education*

## SKILLS

- ✓ Document Control & Filing Systems
- ✓ Records Management & Archiving
- ✓ Microsoft Office (Word, Excel, PowerPoint)
- ✓ Health and Safety Compliance
- ✓ Communication & Customer Service
- ✓ Multitasking & Time Management
- ✓ Administrative Support

## PERSONAL ATTRIBUTES

- ✓ Detail-oriented and highly organized
- ✓ Strong sense of confidentiality and integrity
- ✓ Excellent problem-solving skills
- ✓ Effective communicator and team player
- ✓ Ability to work under pressure and meet deadlines
- ✓ Proactive and adaptable to changing environments
- ✓ Strong commitment to accuracy and quality

## PROFESSIONAL SUMMARY

Receptionist with experience in records management, administrative support, and customer service. Skilled in handling front desk operations, managing documentation systems, and ensuring accuracy and confidentiality. Proficient in implementing office procedures, filing, and retrieval processes to support smooth daily operations. Detail-oriented, adaptable, and committed to delivering excellent service and contributing to organizational success.

## WORK HISTORY

### **Residential Receptionist / Document Management Support**

Rangers Security Services Company – Qatar

08/2021 – 08/2025

- ✓ *Managed administrative documentation, including filing, printing, and correspondence.*
- ✓ *Handled record-keeping duties to ensure compliance with company standards.*
- ✓ *Maintained telecommunication and security systems, ensuring accurate data logs.*
- ✓ *Supported front desk operations by organizing files and updating information databases.*
- ✓ *Assisted in preparing and maintaining reports, contributing to improved documentation flow.*

### **Janitor / Records Assistant**

Qatar International Trading and Investment Company – Qatar

04/2019 – 04/2021

- ✓ *Maintained accurate stock records of cleaning supplies and reported usage.*
- ✓ *Prepared daily work logs and reports for internal documentation.*
- ✓ *Assisted in updating facility maintenance records and inspection checklists.*
- ✓ *Ensured compliance with health and safety regulations through documented reporting.*

### **Apprentice – Electrical Systems**

Kenya Power & Lighting Company – Kenya

08/2017 – 11/2017

- ✓ *Assisted in preparing inspection reports for electrical systems.*
- ✓ *Updated case notes and maintained accurate maintenance records.*
- ✓ *Supported senior engineers in documentation of system tests and compliance logs.*

## REFEREES

Call upon request