

## CURRICULUM VITAE

**Name** **Marveline Mwango Okenye**  
**Date of Birth** **13<sup>th</sup> August 1998**  
**Religion** **Christian**  
**Marital status:** **single**  
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### OBJECTIVES

To obtain a challenging position in a highly esteemed organization by utilizing my educational and professional knowledge and skills. To leverage a strong academic background in a world class organization for excellence and economic development

### PROFILE

- Ability to establish and maintain good client relationships both internally and externally at all levels.
- I am flexible, reliable, enthusiastic, self-motivated and a hard working person.
- Excellent inter-personal and communication skills.
- Team player and can easily adapt to all challenging situations.
- Fast learner, open minded and initiative.

### EDUCATION BACKGROUND

2023(Feb-May) Internship  
Insurance regulatory Authority

2021- 2023 Kenya Institute of Management  
Diploma in Human Resource Management

2019-2020 Kenya Institute of Management  
Certificate in Business Management

2017 Nairobi Industrial Institute  
Certificate in Computer Packages

2013-2016 Kereri Girl's High School  
Kenya certificate of Secondary Education  
Mean Grade C-

2005-2012 ST Peter's Kisii Academy  
Kenya Certificate of Primary Education  
Marks attained 354/500

### LANGUAGES

- English
- Kiswahili
- Kisii

## COMPUTER SKILLS

- Introduction in computer
- MS dos
- MS Windows
- MS Word
- Ms excel
- Ms Access
- Ms PowerPoint
- Ms PageMaker
- Internet explorer

## WORK EXPERIENCE

### **2018- Hasbah Limited Company**

Worked as a sales person

#### DUTIES;

- sales and Marketing of different products in different outlets for three (6) months

### **Insurance Regulatory Authority (Internship)**

Duties;

- Data entry
- Filing and records retrieval
- Printing, scanning and photocopying of letters and other documents
- Receiving and dispatching of documents/files to various recipients
- Maintaining the filing system as directed by the supervisor
- Maintaining the records storage
- Promptly updating the documents in the system using the excel sheet
- Updating existing records
- Maintaining up to date logs including information about the file changes.

## HOBBIES

Cooking, reading novels, socializing .

## REFEREES

Ephantus Makunja  
lecturer-Kenya Institute of Management.  
0727-291523

Stephen Monari  
Sales Agent.  
CIC Insurance Group  
0728-623457