



DK

DIANA WAMBUI KARIRI

BUSINESS INFORMATION AND TECHNOLOGY|

PERSONAL DETAILS

EMAIL:dianakariri1999@gmail.com

Nationality: Kenyan

PHONE NO.:0793453039

PROFILE

Dedicated and adaptable young professional with a passion for creating efficient and scalable solutions. Seeking a challenging position to leverage my skills in full-stack development and contribute to innovative projects.

SKILLS

- Problem-solving
- Team collaboration
- Time management
- Advanced computing, design, presentation and printing skills.
- Proficient with Microsoft office excel, outlook and power point.
- Strong organizational and multitasking abilities.
- Strong research skills.
- Strong interpersonal skills and client handling etiquette.

EXPERIENCE

Executive office assistant-Mavuno enterprises limited

Dec.2024-sep.2025

- serving as a personal assistant to the partners of the firm, including proactively managing their daily schedule, appointment, meeting and dates.
- supervising all office operations including handling maintaining repairs of office tools, office cleaning, hygiene and sanitation.
- preparing and executing tenders and bids.
- maintaining all clients' information with the highest level of discretion and confidentiality.
- processing documents including the scanning of all incoming mails and ensuring the timely dispatching of documents.
- maintaining all clients' information with the highest level of discretion and confidentiality.
- Welcoming clients and staff in a professional manner.

Cashier-Magunas supermarket.

Feb.2024-Nov.2024

- Greeting and welcoming clients.
- Opening and closing the till.
- counting, reconciling and documenting cash in the drawer to match sales records daily.
- safely store cash and submit collection to the finance.



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EQUITY AFYA NYERI HOSPITAL

Aug. 2023-Nov. 2023

RECEPTIONIST(INTERN)

- Great and direct visitors, patients and staff in a courteous manner.
- schedule appointment for patients by verifying insurance information and process patients' registration.
- Answer incoming calls take messages and transfer calls as needed.
- Assist with patient flow, check in and check out procedures.
- Respond to client's request/inquires via chat

addressing various topics including services and general clients support issues.

- Ensuring clients interaction meets customer satisfaction expectation.

HOBBIES

- Teambuilding
- Reading
- Computer programming
- Writing Articles
- Marketing
- Exploring the internet



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EDUCATION

Diploma in Business Information and Technology•2020-2023-(CREDIT)

KENYA CERTIFICATE OF SECONDARY EDUCATION•2016-2019-Iria-ini Girls Secondary School,
Mean grade (**c plain**)

KENYA CERTIFICATE OF PRIMARY EDUCATION•2008-2015•Gichiche primary school **(308)**
marks

REFERENCES

- | | |
|----------------------|---|
| 1. Madam Jane Kawira | Mavuno Enterprise limited.
Project Manager.
Tel: +254-83775010. |
| 2. Madam Alice | Magunas supermarket.
Hr.
Tel: +254-01595778 |
| 3. Madam Mercy | Equity Afya Hospital.
Health record officer.
Tel: +254-19715716 |

