

Wote, Kenya

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PROFESSIONAL SUMMARY

Detail-oriented and customer-focused graduate with a Bachelor's degree in Computer Systems Engineering. Strong communication skills, computer literacy, and hands-on experience in customer service, front-desk operations, and user support. Calm under pressure, reliable, and eager to deliver excellent service in fast-paced organizations.

KEY SKILLS

- Customer Service & Front Desk Support
- Communication & Interpersonal Skills
- Computer Literacy & Data Entry
- Problem Solving
- Client Handling & Reception Duties
- Time Management
- Working Under Pressure

EDUCATION

Bachelor of Science in Computer Systems Engineering

Kirinyaga University — 2024

Kenya Certificate of Secondary Education (KCSE)

Completed

WORK EXPERIENCE

ICT Intern / Receptionist

County Government of Embu

June 2023 – September 2023

- Worked as a receptionist, welcoming visitors and directing them appropriately
- Handled customer inquiries professionally both in person and via phone
- Assisted staff and members of the public with ICT-related support
- Maintained records and ensured accurate data handling
- Supported daily office operations and customer-facing services

LANGUAGES

English – Fluent

Kiswahili – Fluent

REFERENCES

Available upon request