

MWANAMWINYI JUMA

OBJECTIVE

To advance my technological experience in Information Communication Technology to a higher level and impact my community positively.



ADDRESS

Mombasa, 89316 -
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Kenya



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EXPERIENCE

OCT 2024 – OCT 2024

FIELD OFFICER • MAJI NA UFANISI • MOMBASA, KENYA

- Conducted household surveys and administered structured questionnaires to families dealing with health challenges, ensuring accurate data collection.
- Input, organized, and managed collected data using Microsoft Excel, ensuring precision and timely reporting.
- Maintained a respectful and empathetic approach while engaging with vulnerable populations, ensuring ethical standards in data collection.
- Assisted in analyzing data to support program evaluation and reporting to stakeholders.
- Prepared detailed field reports summarizing findings and observations for project documentation.

JULY 2022 – AUG 2022

ENVIRONMENTAL SERVICES ASSISTANT • COUNTY GOVERNMENT OF MOMBASA • MOMBASA, KENYA

- Responsible for maintaining cleanliness within the constituency by conducting regular cleaning activities in public spaces, streets, and community areas.
- Coordinated with local authorities to ensure that waste management processes were followed effectively and efficiently.

JAN 2020 – MAR 2020

ICT ATTACHEE • COAST WATER WORKS DEVELOPMENT AGENCY • MOMBASA, KENYA

- Desktop installation, configuration and maintenance
- Troubleshooting of desktop hardware problems
- Software installations and configurations
- Daily technical support on various products
- Printing, photocopying and troubleshooting of corporate printers
- User support: By working with Microsoft products
- Servicing of computer desktops
- Network configuration and making of Ethernet cables (Rj45)
- Assembling and dissembling of desktop computer

SEPT 2019– SEPT 2019

**ENTRANCE ATTENDANT •AGRICULTURE SOCIETY OF KENYA •
MOMBASA, KENYA**

- Scanned tickets at the entrance, ensuring a smooth and efficient entry process for all attendees.
- Verified the authenticity of tickets, resolving discrepancies and assisting customers with inquiries or issues.
- Maintained crowd control and assisted in managing queues, ensuring safety and order during busy events.
- Assisted in setting up ticketing equipment and troubleshooting any technical issues during events.

EDUCATION

NOV 2021

CERTIFICATE OF GRAPHICS DESIGN, INSTITUTE OF
ADVANCED TECHNOLOGY

NOV 2019

CRAFT CERTIFICATE ICT, NATIONAL INDUSTRIAL TRAINING
AUTHORITY.

GRADE: DISTINCTION

DEC 2018

KENYA SECONDARY EDUCATION, EMAN GIRLS
SECONDARY SCHOOL
GRADE: D+

SKILLS

ICT SKILLS

- Business Communication
- Networking
- Digital Design
- Microsoft Packages

LANGUAGE SKILLS

- Professional English
- Native Swahili

INTERESTS

Coral Draw, Photoshop, Cooking

REFERENCES

HAMISA ZAJA
REGIONAL DIRECTOR
MAJI NA UFANISI

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PRINCIPAL
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