

CURRICULUM VITAE

PERSONAL DETAILS

Name : veronicah wanjiru
Date of birth : 5/06/2003
Nationality : Kenyan
Religion : Christian
Marital status : single
Tel : +254711665912
Languages : English, Kiswahili (Spoken & Written)
Email : veraleon775@gmail.com

CAREER OBJECTIVE

- To acquire more knowledge in my area of study and work diligently and honestly within the framework of my employing organization so as to help it realize its set objectives and targets by utilizing skill I have gained.
- To be an active team player and leader who will effectively contribute, design and improve the plan of the organization.

PERSONAL PROFILE

- I am a quick learner, driven being willing to put time, effort and hard working into any responsibilities.
- I am a team player who can work independently under pressure with a strong sense of urgency to meet deadlines and prove competence.

CORE VALUES

- ☐ Team player
- ☐ Aggressive and punctual
- ☐ Committed to work
- ☐ Ability to work under minimum or no supervision

SKILLS

Adaptability – Being open to leaning news tasks and adapting to different work environments. It is a valuable skill for entry level position.

Time management – Demonstrating the ability to manage my time effectively, meet deadlines and prioritize tasks

📺 **Computer Literacy** – Able to efficiently use basic computer programs and digital tools for data entry, communication, and reporting.

📺 **Customer Service** – Skilled in handling client needs politely and professionally to ensure satisfaction and build trust.

📺 **Numeracy** – Capable of working with numbers accurately for tasks like data analysis, budgeting, or health statistics.

📺 **Attention to Detail** – Thorough in completing tasks with accuracy, ensuring minimal errors in documentation and care.

📺 **Self-Motivation** – Works independently with minimal supervision, staying focused and committed to assigned duties.

📺 **Problem Solving** – Quickly identifies issues and develops practical solutions to address challenges effectively.

ACADEMIC QUALIFICATION

2023-2024 : TIGONI TECHNICAL INSTITUTE

Certificate in baking and pastry

Year 2018 -2022 : RIRONI SECONDARY SCHOOL

Kenya certificate of Secondary Education

Year 2008-2017 : KWA NJENGA PRIMARY SCHOOL

Kenya Certificate of Primary Education

WORK EXPERIENCE

Sorting and packing-PRINTCARE PACKAGING EAST AFRICA LIMITED.

HOBBIES

- ☐ Reading and writing stories
- ☐ Travelling and exploring
- ☐ Making new productive friends

REFEREES

1. Linet wangechi
Computer teacher
Tel: 0117142827
2. Hannah wanjiku
Business woman
Tel: 0726163137

