

## **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 new 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

