

CURRICULUM VITAE

PERSONAL DETAILS

Name : Bibiana Musangi Mutunga
Nationality : Kenyan
Language : English, Kiswahili and Kikamba
Date of Birth : 6th December 1991
Gender : Female
Marital status : Married
Region : Christianity
Phone number : 0715 416 104
Email : bibiannmusangi@gmail.com

PERSONAL PROFILE

I am young, independent, ambitious, self-motivated, planner, analytical, teachable, team player and goal oriented person, with an ability to work in dynamic environment under minimum supervision. I am also a good observer, with a firm commitment to integrity and a track record of getting along well with people from all works of life. A highly motivated graduate looking to start my career as an administrator and build my administration skills with reputable organization

CAREER OBJECTIVES

- Aim at organization success & adding value to it
- Aspire to be a competent professional in the business world
- To work, gain experience, knowledge and utilize my potential
- To advance career and acquire skills that will help improve my professional experience and knowledge

EDUCATION BACKGROUND

2015 – 2017 : St. John Paul II Institute
Certificate in Secretarial Studies both Module I & II

2011 March – July 2011 : Calsoft Systems Computer Training
Computer Certificate

2007 Feb. – Nov. 2010 : Kyaani Girls Secondary School
KCSE Certificate

1998 Jan. – Nov. 2006 : Kunikila Primary School
KCPE Certificate

OTHER QUALIFICATION

Excellent computer skills in:

- ✓ Word processing
- ✓ Typesetting
- ✓ Excel

- ✓ Presentation
- ✓ Internet and Email Applications
- ✓ Microsoft power point

WORK EXPERIENCE

2020 Nov. – Up to date : Calsoft Systems Cyber Café

2018 Jan. – 2020 Jun. : St. Lukes Mixed secondary school as a Secretary

2015 Feb - Nov. 2017 : Ikave Mixed Secondary School as a Secretary

2013 Jan – June 2014 : Outlooks Cyber Café - Ongata Rongai Nairobi

DUTIES AND RESPONSIBILITIES AT SECONDARY SCHOOLS

- Ensuring meetings are effectively organized and minuted.
- Maintaining effective records.
- Upholding legal requirements
- Communication and correspondence.
- Banking of cheques
- Redirecting visitors

DUTIES AND RESPONSIBILITIES AT CALSOFT SYSTEMS CYBER CAFE

- ✓ Organizing documents and files
- ✓ Maintaining company schedules
- ✓ Banking of cheques
- ✓ Keeping up appearances
- ✓ Front office operations
- ✓ Keeping office records
- ✓ Attending customers

HOBBIES

- Reading motivational books
- Travelling to new places
- Dancing and singing
- Swimming

REFEREES

1. Caleb Matheka Kiilu
Calsoft Systems Cyber
P.O BOX 762 - 90200
Kitui
Phone: 0721 713 636

2. Sanmatias Mativo
Ikave Secondary School
P.O BOX 1133 - 90200
Kitui
Phone: 0723570854

3. Maggie Nzilu
P.O BOX 442 - 90200
Kitui
Phone: 0716217289