

EMMANUEL ONYANGO ODUOR

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PROFESSIONAL SUMMARY

A diligent, trustworthy, and self-disciplined professional with strong administrative, customer service and ICT support skills. Dedicated to delivering high-quality work, continuously learning from experience, and contributing effectively to organizational growth.

🎯 CAREER OBJECTIVE

To build a progressive career in a dynamic organization that offers challenges, growth opportunities, and responsibilities, enabling me to apply and enhance my skills toward achieving organizational goals.

💡 CORE COMPETENCIES

- ❖ Self-driven and resilient
- ❖ Cross-cultural sensitivity
- ❖ Dynamic and growth-oriented
- ❖ Willing to take on challenges
- ❖ Computer literacy and IT skills
- ❖ High integrity, responsibility, and honesty
- ❖ Strong organizational and communication skills

WORK EXPERIENCE

Kizingo Communication Centre – Manager / Customer Support 2022 - Present

Key Responsibilities:

- ❖ Daily management of the center's operations
- ❖ Maintaining workplace cleanliness and order
- ❖ Offering customer care and cyber services
- ❖ Handling online applications and data entry
- ❖ Typesetting, printing, photocopying
- ❖ Designing cards, certificates, menus, and related materials

St. Clement Orthodox Primary – Secretary

2021 - 2022

Key Responsibilities:

- ❖ Student data capture, NEMIS & CBA registration
- ❖ Managing student admissions
- ❖ Preparing mark lists and academic records
- ❖ Updating and organizing student and teacher data daily

EDUCATIONAL BACKGROUND

Shalom IT Centre – Certificate in Computer Applications	Jan – March 2020
AA Driving School – Driving Licence Class BCE	March – April 2017
Agoro Oyombe Secondary School – KCSE	2013 – 2016
Umala Primary School – KCPE	2004 – 2012

TECHNICAL SKILLS


- ❖ Fast and accurate typing
- ❖ Internet services proficiency
- ❖ Data entry
- ❖ Basic secretarial duties
- ❖ Report writing
- ❖ Team leadership
- ❖ Time management

HOBBIES & INTERESTS


- ❖ Travelling
- ❖ Watching comedy
- ❖ Reading

REFEREES

Mr. Vincent Atsere

 0704636329

Mr. Joseph Otieno

 0714229057