

Resume: MEROLINE OTIENO

Personal Information

Title(Mr/Mrs/Dr/eng) MISS

First Name MEROLINE

Last Name OTIENO

Email Address otienomerolyne90@gmail.com

Cell 0790521578

Nationality Kenya

Gender Female

Current Employer

Area of practice Computer/IT

Employment Type Full-Time

Tags ADMINISTRATION RELATED ROLES

Current Salary

Desired Salary 35000

Curriculum Vitae

Certificates and Transcripts

Letter of Motivation

Add Address

Address

Address P.O.BOX 29-40404 RONGO.

City Nairobi

Education Profile (Academic/Professional Qualifications)

Education

Institute KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY

Certificate Name CERTIFICATE FOR THE DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

Study Area INFORMATION COMMUNICATION TECHNOLOGY

Date From 09/30/2019

Date to 08/16/2023

Work/Employment Background

Employer

Employer Name ANTI-COUNTERFEIT AUTHORITY

Position INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT

From Date 01/23/2023

To Date 11/16/2023

Phone 0713660580

Address P.O.BOX 47771-00100

City Nairobi

Skills

Skills Planning and Organizing: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. **Discrete and Ethical:** I can handle confidential information appropriately, and never divulge it to any unauthorized person **Teamwork:** Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times. **Administration and Management:** Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. **Interpersonal skills:** I have a high degree of emotional intelligence and exhibit empathy, the ability to identify the wants, needs, and viewpoints of others. I also manage conflict well, and build strong relationships with others. **Technological Savvy:** I have good command of Microsoft Office tools, word processing, data handling and processing, presentation, and internet. **Analytical and Problem solving:** I have the ability to visualize, solve complicated problems in the best way and make accurate and informed decisions. **Demonstrates flexibility:** responsive to the needs of the business and the needs of employees, and able to keep a team on target and yet achieve the goals of the business .

Languages

Language

Language Name ENGLISH

Language

Language Name KISWAHILI

Statement of Faith (* Required for AGC Tenwek Applicants)

Statement of Faith

Applicant Declaration