

# Resume: Monicah Maina

## Personal Information

Title(Mr/Mrs/Dr/eng) Miss

First Name Monicah

Last Name Maina

Email Address monicahmaina539@gmail.com

Cell 0742309196

Nationality Kenya

Gender Female

Current Employer

Area of practice Office Assistant

Employment Type Internship

Tags

Current Salary

Desired Salary 30,000-40,000

Curriculum Vitae

Certificates and Transcripts

Letter of Motivation

## Add Address

### Address

Address Naivasha 190

City NAIVASHA

## Education Profile (Academic/Professional Qualifications)

### Education

Institute ALX Africa

Certificate Name Virtual Assistant

Study Area Executive/personal assistant

Date From 11/26/2024

Date to 09/23/2024

### Education

Institute Kabarak University

Certificate Name Diploma in Business Information Technology

Study Area Information technology

Date From 12/20/2024

Date to 09/01/2021

## Education

Institute Kabarak University

Certificate Name Certificate in Information Technology

Study Area Information Technology

Date From 12/17/2021

Date to 09/01/2020

## Work/Employment Background

### Employer

Employer Name Victor Rotich

Position Executive/Personal Assistant

From Date 06/01/2024

To Date 11/27/2024

Phone 0713242910

Address 20100

City Nakuru

### Employer

Employer Name County Government of Nakuru

Position ICT Assistant (attachment)

From Date 01/03/2023

To Date 04/03/2023

Phone info.Eduict@nakuru.go.ke

Address 2870-20100

City Nakuru

## Skills

Skills Executive & Personal Assistance □ Calendar & Travel Management □  
Communication & Interpersonal Skills □ Time Management & Prioritization □ Event  
Planning & Coordination □ Project Management □ Confidentiality & Discretion □  
Office Administration □ Expense Reporting & Budgeting □ Microsoft Office Suite  
(Word, Excel, PowerPoint, Outlook) □ Problem Solving & Adaptability □ Team

Languages

Language

Language Name swahili

Language

Language Name English

Statement of Faith (\* Required for AGC Tenwek Applicants)

Statement of Faith

Applicant Declaration