

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

NAME: NYAGA DAISY MUTHONI

MARITAL STATUS: SINGLE

NATIONALITY: KENYAN

RELIGION: CHRISTIAN

LANGUAGE: ENGLISH, KISWHILI

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TEL NO.: 0728421774

## **MISSION**

As a versatile young professional I am dynamic and looking for an opportunity to develop my career social and financial undertakings in any organization, to seek responsibilities that can culminate in future to self-actualization as a person and protect social cultural norms enshrined in policy and institutional tents.

## **VISION**

To become a business oriented professional guru in any business disciplines.

## **CAREER OBJECTIVES.**

- To be in an organization that enables me to develop effective and efficient management skills and allow for innovation and creativity, where career development is encouraged for both company success and personal development.
- To add value to the organization's corporate goals, progress my career development and also familiarize myself with different work environments.
- To seek intellectual challenge in an organization that will be a benchmark in my life and future reference, to work with all categories of people under minimum supervision, to uphold integrity and sense of responsibility in all tasks assignments given to me and to be able to apply the theoretical and practical knowledge that I have acquired to ensure the realization of goals set by the organization.

## **PERSONAL PROFILE**

I am a hardworking lady, humble, self-motivated individual with the initiative to achieve personal, group and institutional goals through devotion and hard working.

## **FUTURE GOALS AND OBJECTIVES**

- **Short term objectives:** complete my undergraduate degree in BA.
- **Long-term objectives:** pursue my educational career to PhD level and become a prominent person in our county.

## **PROFESSIONAL BACKGROUND**

<b>DATE</b>	<b>INSTITUTION</b>	<b>CERTIFICATE</b>
Currently undertaking my	<b>Bachelor of Arts (BA)</b>	University of Nairobi
2012-2013	University of Nairobi	Dip in Business Management
2009-2010	Sentry Computer College	Certificate in Computer Package
2010-2011	KCA University	Certificate in Business Management

## **EDUCATIONAL BACKGROUND**

<b>DATE</b>	<b>INSTITUTION</b>	<b>CERTIFICATE</b>
2004-2008	Mariari Secondary School	KCSE
1996-2004	Nyangwa Primary School	KCPE

## **WORKING EXPERIENCE**

2010-Sentry Computer College

### **Responsibilities**

-Cyber Attendant

2011 to date-University of Nairobi

### **Designation**

-Computer lab Assistant

## **RELEVANT SKILLS**

Consultation skills

Ability to work under no supervision

Excellent communication skills

Computer skills

## **HOBBIES**

Travelling

Making new friends

Reading

## **REFEREES**

1. Levanson Kiura

Phone No: 0722662855

2. Headteacher Mariari Girls School

P.O Box 9-60100

Embu

3. Agnes Nthia

Phone No: 0722856380