

# CURRICULUM VITAE

## **PERSONAL DETAILS**

NAME: Chelule Chepng'etich Jane

NATIONALITY: Kenyan

RELIGION: Christian

LANGUAGE: Fluent in speaking, reading and writing English, Kiswahili and Kipsigis languages.

## **CAREER PROFILE**

Result - driven ICT professional with vast experience in providing quality solutions to Communications and Technology requirements. I have proven ability in management of websites, financial systems, student management information system (SMIS) and database systems. In addition to the Information Technology technical skills, my knowledge and skills in administration gives me a cutting edge in handling challenges associated with demanding administrative offices.

## **OTHER SKILLS AND ATTRIBUTES**

- Detailed knowledge of software packages most frequently used in office automation systems, financial software systems, mathematical software's, Micro-computer technology, antivirus administration, and networking and data communications.
- Capable in working with little supervision, making responsible and independent decisions.
- Always eager and ready to learn new ideas and concepts.
- Good communication and interpersonal skills.
- A team worker.
- High-level customer service and administrative skills.
- Ability to conceptualize and convert ideas into solutions.
- Work under time constraints.
- Ability to maintain effective working relationship with other employees.

**AVAILABILITY:** At your own convenient time.