

CURRICULUM VITAE

PERSONAL DETAILS

NAME: GRACE WARIGIA KAMATA
DATE OF BIRTH: SEPTEMBER 10, 2000
SEX: FEMALE
MARITAL STATUS: SINGLE
ADDRESS: PO BOX 1425-00900 KIAMBU
TELEPHONE: 0715705664
LANGUAGE: ENGLISH, KISWAHILI & KIKUYU
EMAIL: kamatagrace123@gmail.com

EDUCATIONAL BACKGROUND

BACHELOR OF SCIENCE IN FINANCE AND STATISTICS

Mount Kenya University

(Ongoing)

September 2023- 2026

DIPLOMA IN APPLIED STATISTICS

The Kenya National Examinations Council (KNEC)

Kiambu Institute of Science and Technology

September 2018-July 2020

SECONDARY SCHOOL

Gatanga CCM secondary school

2014-2017

PRIMARY SCHOOL

PCEA Makupa Academy

2009-2013

OTHER CERTIFICATES

First Aid Awareness course from the ICT Fire and Rescue - July 2022

WORK EXPERINCE

SITE CLERK AT VOTEX LTD

NOVEMBER 2022 – ONGOING

1. Maintain control of all the Inventory.
2. Advancement in my managerial skills as I sometimes oversee 10-15 workers as well as paying them on payday.
3. Responsible for all orders requested seeking quality at a fair price.
4. Responsible for daily reports of all inventory in stock and day to day proceedings.
5. Weekly reports of the Inventory cycle count.
6. Notify of any shortages or non-stock of items requested.

ATTACHE AT KIAMBU LEVEL 5 HOSPITAL

SEPTEMBER 2019-NOVEMBER 2019

Attached to the billing office- Accounts

1. Billing of released patients.
2. Keeping accurate records of patient's account Balances.
3. Generating invoices.
4. Recording new patient admissions.
5. Recording Linda mama patients electronically.
6. Batching of already recorded Linda mama documents.
7. Compiling documents in their appropriate files electronically.
8. Filing and keeping records of documents received and dispatched.
9. Returning files to their respective wards after billing.

PROFESSIONAL SKILLS

1. Collaborating with team projects
2. Anticipating data informational needs
3. Summarizing and recording all studies
4. Preparation of statistical documentation

PERSONAL SKILLS

1. Excellent verbal and written communication skills
2. Motivated and always willing to learn new things
3. Independent and self-sufficient in handling tasks
4. Collaborative and able to work in teams or groups

OBJECTIVE

To acquire professional exposure while working with a reputable firm that presents challenging opportunities hence utilizing the skills I have acquired exhaustively. I also hope to gain quality experience by acquiring new skills that will make me a competent self-driven employee, a smart team player and leader in my future.

HOBBIES

Knitting, books, volleyball, Traveling and Sightseeing.

REFEREES

SIMON MWATHA

LECTURER - KIAMBU INSTITUTE OF SCIENCE & TECHNOLOGY

P.O BOX 414-00900, Kiambu TEL:

0722647740

mwathaks@gmail.com

VERONICA MWANGI

PRINCIPAL - ST ANUARITE GATANGA GIRLS SEC. SCHOOL

P.O BOX 1539 – 01000, Thika

TELL: 0720521071

PATRICK MIGWI

P.O DOX 31139-00600. Nairobi TEL:

0722701048

Pmigwi95@gmail.com