***+Curriculum Vitae***

**LUCY MUMBUA KIMONGO**

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| **Bio Data** | | **Gender:** Female  **Marital Status:** Single  **Date of Birth:** 22nd December 1993  **Nationality:** Kenya |
| **Personal Profile** | | I am a highly dedicated, hardworking professional with an aspiring progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all that I venture into. I desire to work in a highly competitive and dynamic organization specializing in providing quality standards to enable me to gain exposure in shaping me to face current needs. |
| **Education** | | |  |  |  | | --- | --- | --- | | **2015 to 2018** | **Bachelor of Science in Actuarial Science**  **Second Class Honor (lower class)**  South Eastern Kenya University | | | **2017 to 2018** | **Certified Public Accountants**  **Part 1 Section 1**  South Eastern Kenya University | | | **Jan-Feb. 2013**  **Feb -April 2013**  **2009 -2012** | **ICT Training (Introduction to Computers, MS-Word/Excel/PowerPoint and Internet**  Eastern Kenya Integrated College  **Driving Class BCE**  Budget driving school  **Kenya Certificate of Secondary Education**  ABC Mitaboni Girls Secondary School  KCSE Mean Grade B- | | **2000-2008** | **Kenya Certificate of Primary Education**  Baptist Primary School  326 Marks | |
| **Skills** | | * **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Communication Skills**: I am an excellent communicator who conveys information effectively both verbally and in writing. I am also a keen listener and gives immediate feedback. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Flexibility and Adaptability**: I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas. * **Teamwork**: Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times. * **Time Management:** Ability to prioritize work and manage time effectively. |
| **Additional Information** | |  | | --- | | **Hobbies and Interests**   * Travelling/swimming * Playing lawn tennis /skating * Reading novels | | |

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| **Experience** | **IEBC**  **Polling Clerks/counting clerks (August 2017) (October 2017)**   * Ensuring that qualified voters are permitted of vote * Organizing the polling place before the polls open * Checking in and processing voters * Distributing ballots to registered voters * Providing instructions and assistance to voters * Answering voter’s questions * Explaining the use of the voting equipment   **Katunge junior academy**  **Clerk/secretary (may2018 to august 2018)**  **Duties**   * Data entry * Record and book keeping * School fees receipt collection, writing and issue * Ict update and upgrade * Accounting and financial service   **Ministry of Labor and Social Protection**  **Directoratory of Occupational Safety &Health services**  **Survey Enumerator (May to June 2019)**   * Baseline survey * Data collection, analysis and presentation   **National hygiene program (kazi mtaani) (2020 &2021)**   * Gardening and landscaping * Refurbishing community halls, public offices and schools * Town beautification as paving walkways and planting trees * Cleaning, garbage collection and drain clogging   **ASK machakos (June 2022)**   * casual worker   **IEBC**  **presiding officer (August 2022)**   * taking charge of the polling station * maintaining the secrecy of the ballot * taking charge of all activities before during and after election   **Currently: self-employed i.e. Business lady**   * Buying and reselling of goods |
| **Referees** | Stephen Mutua  Accountant water Resources Authority  P.O Box 426-70100  0710364160  Garissa  Sarah lozi  Occupation safety and health officer  Ministry of Labor and Social Protection  P.O BOX 421-90100  0722424106,0750667687  Machakos.  Kapelo Augustine  County occupational safety and health officer  P.O Box 151-20100  0725459285  Nakuru |