***+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** |

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| **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 SchoolKCSE Mean Grade B- |
| **2000-2008** | **Kenya Certificate of Primary Education**Baptist Primary School326 Marks |

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| **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.
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| **Additional Information** |

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| **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
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| **Referees** | Stephen MutuaAccountant water Resources AuthorityP.O Box 426-701000710364160GarissaSarah loziOccupation safety and health officer Ministry of Labor and Social ProtectionP.O BOX 421-901000722424106,0750667687Machakos.Kapelo AugustineCounty occupational safety and health officerP.O Box 151-201000725459285Nakuru |