**CURRICULUM VITAE**

BIO DATA

Name : Elizabeth Muthoni

Mobile : (254) 0721 445 889/ 0726 860 966

Marital Status : Single

Email : og\_liz@hotmail.com

Religion : Christian

P.O. Box : P.O. Box 1257-80100 Mombasa.

Nationality : Kenyan.

**CAREER OBJECTIVE**

To work in a dynamic progressive multicultural and fast growing organization that will offer me the opportunity to exploit my potential and offer the opportunity for career growth and development, in all spheres.

**PERSONAL ATTRIBUTES**

I am a highly motivated, creative and goal oriented individual. An open-minded person, who strives to carry out all the responsibilities I am allocated, to the best of my ability.

**WORKING EXPERIENCE**

March 2008 - April 2008 : Whitesands Beach Resort & Spa

Position Held : Trainee

**Duties**

Maintaining computer systems

Providing customer service

Configuring wireless machines

Providing technical solutions to problems that may arise

Ensuring that hotspots are in good order on a daily basis

Providing key data to the management

**Industrial Attachment**

May 2005 – November 2005 : Zohra Computer Limited

**Duties**

Installation and upgrading of Computer Systems

Carrying out first level customer support

Carrying out repair and maintenance of machines

Carrying out continuous market intelligence for the development of development

Making various sales in the various markets.

**EDUCATION BACKGROUND**

May 2008-Dec 2009 : Jomo Kenyatta University of Agriculture & Technology

Degree : Bsc. in Information Technology (Currently)

Jan 2007 – Nov 2007 : Kenya School of Professional Studies

Course : Advanced Diploma in Information Technology

Jan 2006 – Nov 2006 : Kenya School of Professional Technology

Course : Diploma in Information Technology

May 2003 –April 2004 : Jaffery Institute of Professional Studies

Course : Certificate in Computers

May 2002 – October 2002 : First Computer Limited

Course : Microsoft Packages & the Internet

1998 – 2002 : Star High School

**LANGUAGES**

English Fluent in both spoken & written

Kiswahili Fluent in both spoken and written

**HOBBIES AND INTERESTS**

Reading novels, Travelling, Listening to music, Dancing, Socializing, Swimming

**REFEREES**

Leah Eunice Karuga

P.O. BOX 43579 – 80100

Mombasa

Tel: 0724 855 563

Peris Wairimu

Kenya Airways

Nairobi

Tel: 0724 582 682

Dorothy Njagi

Nairobi

Tel: 0721 529 181