**CURRICULUM VITAE**

**NAME**  : SUSAN KATHONI NDIGA

**GENDER** : FEMALE

**AGE** : 28 YEARS

**NATIONALITY** : KENYAN

**ADDRESS** : 24262-00100

**EMAIL ADDRESS** : snnsonia@gmail.com

**CELL-PHONE**  : 0728-028522

**CAREER OBJECTIVE**

To work in an organization focusing on innovation and achievement of the organization goals with

minimal supervision.

I intend to develop the institution with my human resource and help in the realization of its objective

through hard work.

**PERSONAL PROFILE**

- Hardworking and goal oriented

-Self motivated and organized

-Diligent young lady of integrity

-Performance driven

**EDUCATION BACKGROUND**

SEP 2012 TO JULY 2017- **MT.KENYA UNIVERSITY**

-SCHOOL OF SOCIAL SCIENCES (bachelor of art-development studies .( Award: Second class Upper division)

2008-2010 **ZETECH COLLEGE**

-Diploma in Social Work and Community Development

**COMPUTER SKILLS**

- Proficiency in Microsoft office

- Proficiency in Internet Application

- Proficiency in Desk Top Research

2004-2007 **IRUMA GIRLS HIGH SCHOOL**

- Kenya Certificate of Secondary Education (KCSE)

- Grade Attained C+ (plus)

1996-2003 **IRUMA PRIMARY SCHOOL**

**-** Kenya Certificate of Primary Education (KCPE)

**WORK EXPERIENCE**

MAY 2011- AUGUST 2012 Customer Care Executive. Airtel Kenya

**ROLES AND RESPONSIBILITY**

-Answering customer calls and resolving telecommunication issues

- Helping customers open accounts

- Calling customers for follow up.

- Up selling Airtel Products.

NOV 2010-FEB 2011 Internship Strathmore University

-Community Outreach Program.

-Sensitizing the student to participate in charity work

- Visiting school in slums and distributing food stuff cloths and sanitary materials

MAY 2010-OCT 2010 Volunteer at Mary Immaculate Rehabilitation Centre.

-Recruiting street children below 20 yrs

-Counseling and nurturing talents

-Providing basic education.

JAN 2009-APRIL 2009 Attachment with the Ministry of Gender and Social Development (MAARA

DISTRICT)

-Visiting Community Groups.

-Overseeing Groups Elections

-Distribution of Relief food.

-Supervising Community Projects and giving guidelines on Sustainability

MAY2016-AUGUST2016 Attachment with Ministry of Water and Irrigation(Water Resource Management Authority.WRMA)

**ROLES AND RESPONSIBILITIES;**

-Creating awareness to the people of Machakos county on how to conserve rivers and streams in the area to avoid dryin of rivers

-registration of new water ptojects in the area

-educating the residence on how to use water for irrigation

-Sometimes resolving water conflict .

**SUMMMERY OF SKILLS**

**-**Good Customer Care Skills

-Good Interpersonal Skills

-Good Administrative Skills

-Good Communication Skills

**GROUP MEMBERSHIP.**

-Member of Guidance and Counseling Club

-Member of Iruma Young Charity Movers Club

**HOBBIES AND INTERESTS**

Charity work

Travelling

Basket Ball

Making friends

**REFEREES**

MR. KARURI THIONGO

HEAD OF DEPERTMENT DEVELOPMENT STUDIES

MT.KENYA UNIVERSITY

0714867993

RONALD NYAMWEGA

HUMAN RESOURCE MANAGER SPACO KENYA

0735-044762

ERICK KATHENYA

SPECIAL PROGRAMME CO -ORDINATOR

STRATHMORE UNIVERSITY

CELL PHONE NUMBER 0710-681396

MRS JOSEPHINE MURITHI

DISTRICT SOCIAL DEVELOPMENT OFFICER

CELL PHONE NUMBER 0721-562015

FESTUS RIUNGU

HUMAN RESOURCE MANAGER (WRMA)

CELL PHONE NUMBER 0721320560