

Joshua Mutua

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### Professional summary

Astute administrative management professional equipped with strong attention to detail and deep understanding of IT industry practices. History delivering above-average results in personnel, operational and financial areas. Specialises in revitalising underperforming areas to surpass targets.

### Skills

Performance management

Training and development

Strong IT

Project management

Leadership skills

Customer-focused

Time management

Public relations

### Experience

June 2023 to June 2023

Ward Administrator Makueni, Wote

Supervisor

Developed employee recognition and bonus schemes, improving staff turnover.

Kept clear employees records regarding performance, absence and personal information.

Maintained accurate daily records adhering to policy and procedure guidelines.

March 2023 to March 2023

Titus Mwololo Makueni, Wote

Computer Teacher

Tracked curriculum attainment in Computer Studies and provided tailored feedback to drive pupil performance.

Planned diverse and interactive lessons to encourage focused and motivated pupils.

Managed and conducted reports of learner improvement and resource allocation.

May 2018 to May 2019

County Administration Kitui Central

Clerk

Answered employee and customer inquiries, providing various general information.

Handled hard copy and digital file management and retrieval.

Undertook proofreading and editing for document quality checks.

## Education

July 2024 Machakos University Machakos Town

GCSEs Craft in Certified IT

I started in 2019 and deferred due to lack of funds. I am expected to report for the second year next year.

June 2018 St. Martin Computer School Kitui Town

Diploma in Computer Application

Awarded a Diploma in Computer Application

January 2017 St. Augustus Kanduti Secondary School Mbitini, Kitui

Secondary Studies

Completed my secondary education and was awarded the Kenya Certificate Of Secondary Education.

January 2016 Yumbisye High School Kitui Town

Secondary Studies

I learned in Yumbisye until 2016 where i transferred to Kanduti.

November 2013 Ithangathi Kitui Town

Primary studies

Completed my primary education and was awarded the Kenya Certificate Of Primary Education.

## Language

English - Conversational