

# GIFT MWADIGA

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## PROFILE INFO

A recent graduate with strong foundations in both business and information technology. Proven experience in HR **database management/maintenance** and **IT support**. Skilled in problem-solving and process improvement. Seeking a role to leverage analytical skills and drive **innovation**. Also a **creative** with an endless imagination who is constantly pushing limits and discovering new concepts.

## EDUCATION

2022 - 2023

Strathmore University

- Diploma in Business Management

Sep 2023 - Dec 2023

iLab Africa ~ Strathmore University

- Full - Stack Software Development

## SKILLS

- IT User Support
- Office 365 Administration
- Database Management
- Photography 1 + Editing
- Project Management
- Computer Repair
- Content creation & Marketing
- Effective Communication

## REFERENCES

**Mr. Suleiman Mpole**

HR Officer, Base Titanium Ltd

+254712 060 005

**Mr. Wilfred Wachira**

Lecturer, Strathmore University

+254702 739 555

**Mr. Beautah Kimaru**

Teacher, Loreto Convent Msa

+254721 743 086

## LANGUAGES

- English (Fluent)
- Swahili (Sanifu)

## ACCOMPLISHMENTS

- Successfully assisted over 200 employees to create their online profiles
- Participated in the UHS Rugby team 2 and won Damu Changa Cup & Black Rocks Cup.
- Recognized by the management for good **professional behaviors**.
- Managed the Base Titanium 'Life after Mine' project, BT Skills Database and improved the UI and backend through debugging and addition of features reducing downtime by 50%.

## WORK EXPERIENCE

**Base Titanium Ltd**

April 2024 - Current

**HR Projects Assistant**

- Compiled and submitted 4 progress reports per month, ensuring up-to-date records of employee skills database and training status.
- Led 5 'Life after Mine' projects, ensuring timely execution and completion within allocated budgets and resources.
- **Manage the company's staff finder system** i.e. Update, Fill entries etc.
- Provided guidance and transition support to 30 employees per month regarding updates and usage of the BT Skills Database.
- Take photos, edit them and complete employee profiles.
- Worked on and co-managed the company's LinkedIn official profile.

**Base Titanium Ltd**

**HR & IT Attachee**

Jan 2024 - Mar 2024

- To assist and support both the human resource and information technology teams with their projects and day-to-day activities i.e Office Administration
- **Offered IT support** to an average of 5 employees daily, resolving technical issues and ensuring minimal downtime.
- Complete various assigned tasks in the office.
- Manage the company's staff finder system i.e. Update, Fill entries etc.
- **Set up computers/laptops/desktops for more than 5 new users**
- Go through employees suggestions and gear towards improving the work experience.
- Routine inventory sorting and arrangement to allow for proper accountability.

**Stanet Hardware Ltd**

May 2020 - Jun 2020

**Sales Assistant**

- Assisted with various tasks and projects within the company.
- Gained practical knowledge and experience in the hardware industry.
- **Managed transactions** with high accuracy to achieve smooth till reconciliations.
- Loaded and offloaded stock from the vehicles