

**Name: BELINDA NAVULE**

**Mobile/Telephone: +254 746 777 151**

**Email Address: bellavule@gmail.com.**

**Post Office Box: 53522 -00200 Nairobi, Kenya.**

### **PROFILE SUMMARY**

I have over 5 years experience successfully performing a number of data entry and clerical tasks a proven track record of efficiency and accuracy in managing multiple functions, maintaining confidentiality and producing quality work. The opportunity to learn new skills and work with new technologies is particularly attractive to me.

### **CERTIFICATES**

Certificate of appreciation for continued outstanding performance - afb

ICDL: International computer driving license 1 and 2 certificate - IAT

Certificate of appreciation after a tree planting day - IAT

### **WORK EXPERIENCE**

**Freelance Data Entry Agent**

**2016 January – 2024**

- Data Entry
- Data Mining
- Online Research
- Convert PDF files to Ms Office documents

**African Finance Business Nairobi, Kenya - [www.afb.com](http://www.afb.com)**

**2013 – August 2015**

**Application Processing Agent - Duties and Responsibilities**

- Load information onto prescribed databases
- Performed other clerical duties such as making calls to the clients, sorting and distributing mail.
- Maintain a high level of quality assurance.
- Review and check applications and supporting documents
- Respond to requests for information.
- Flexibility to work either day shift or night shift depending on the workload available.

**ELOG- Election Observation Group, Nairobi, Kenya**

**2012 - Contract**

**Election Observer**

- To oversee preparations and ensure everything needed for the voting process is provided.
- Assess the conduct of the election process.
- Write detailed reports.

**Breinhert Info Centre Limited, Nairobi, Kenya**

**2012 - Contract**

**Data Entry Agent**

- Researched and retrieved requested data
- Prepared documents for data entry
- Verified, updated and corrected source of documents
- Prepared and submitted reports
- Work schedule included both day shift and night depending on the workload.

**Doban Africa, Nairobi, Kenya**

**2011 - Contract**

**Data Entry Agent**

- Data mining.
- Performed daily control functions
- Research using Google, Bing, and Dog pile search engines.
- Convert PDF files to Ms Office documents
- Prepared and submitted reports

**Interactive Communication, Nairobi, Kenya**

**2011 - Contract**

**Promoter**

- Provide information on promoted products/services
- Identify interest and understand customer needs
- Create a positive image and lead consumers to use it
- Setting booths or promotional stands and stock products
- Report on demonstration related information
- Conduct customer feedback survey.

**EDUCATION HISTORY**

**DBICT:** Diploma in Business Information Communication and Technology: Institute of Advanced Technology (IAT)

January 2010 - December 31 2010

DBICT - Advanced me to get employment in call center Institutions, ICT industry, and Business companies.

## **COMPUTER SKILLS**

I am an extensive internet user and my typing speed is good and an accuracy of over 90%.