COLLINS OPUKO

CURRICULUM VITAE

CONTACT INFORMATION

**Address:** BOX: P.O Box 2435-20100, Nakuru, Kenya.

**Cell phone:** +254(0)799054013

 **E- mail:** collinsopuko24@gmail.com

PERSONAL INFORMATION

**Date of birth:** 1st March 1997.

**Gender:** Male.

**Marital status:** Single.

**Citizenship:** Kenyan.

PROFILE

 Experienced and English and Swahili transcriptionist. I am committed to learning, excellence, ethics and people, also an excellent communicator with great interest in technology, innovations, branding and passion for positive change.

CAREER OBJECTIVES

To develop my skills in an organization or institution that offers both challenge as well as opportunity for personal initiative and career advancement, leading up to a position of responsibility as a result of giving service to the society with remarkable performance.

ACADEMIC BACKGROUND

2015 to Date: **Bachelor in Education (arts**)

 Egerton University

2011-2014: **Kenya Certificate of Secondary Education (KCSE) Mean Grade C+**

 Koelel High School

2003-2010: **Kenya Certificate of Primary Education (KCPE) Mean Grade B+**

 Lions Primary School.

PROFESSIONAL QUALIFICATIONS

2015 to Date: **Bachelor of Education (arts; Swahili and History)**

Egerton University

WORK EXPERIENCE

**Transcription - November 2014 to August 2015 at Pacers Agencies.**

*Duties*: - Transcription. Collecting of information from several clients in audio files and converting them to audio files. Data entry.

COMPUTER SKILLS

* Proficiency in Microsoft Office: MS Word, Excel, PowerPoint, Access and Publisher.
* Skills in Adobe Flash for animations.
* Proficiency in Express Scribe Transcription Software.

COMMUNITY INVOLVEMENT

Volunteer at Red Cross, HIV awareness and Control program.

LANGUAGES

 Speaking Writing

English Excellent Excellent

Kiswahili Excellent Excellent

OTHER QUALIFICATIONS

2015: Certificate of the attendance of the 2nd camp, Egerton University.

2016: Certificate for the participation in the annual Kiamunyi soccer tournament.

2017: Certificate of attendance of the 4th camp, Egerton University.

HOBBIES

* Playing soccer, travelling and camping.
* Reading Swahili journals and periodicals.
* Taking care of pets.

REFEREES

1. Mr. Ezekiel Opuko

Director, Pacers Agencies

P.O. Box 4199-20100,

Salman Centre Nakuru, Kenya.

Cell Phone: 0724704595.

1. Mrs. Alice Barasa

Nursing officer

Provincial General Hospital

P.O. Box 2374-20100

Cell Phone: 0724813369

1. Mr. Isaiah Ayeket

Surveyor, Wancom Agency

P.O Box 2567-20100

Nakuru Kenya,

Cell Phone: 0726512535