

Joy Mngumber Akaa

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Objective

I am a goal driven person seeking a challenging opportunity where I can use my skills to the growth of the organization

Experience

- **RentHive** 1/08/2023 - Till date
Social media manager
 - Creating content across all the platforms (Fb, IG and twitter)
 - Page revamp
 - Graphic design
 - Engaging with the audience
 - Monitoring and reporting the analytics
 - Instagram highlight covers
- **Peak Blockchain - decentralized social media platform** 2/09/2023 - Till date
Social media manager
Engaging and commenting strategically
- **IT Stallion technologies limited** 24/08/2023 - Till date
Data entry staff
 - Registering of candidates in the data base
 - Uploading candidate resume
 - Entry of report in the spreadsheet
- **Over all pedigree investment** 4/10/2021 - 5/05/2023
Secretary
 - Answering calls, taking messages and handling correspondence.
 - Maintaining diaries and arranging appointments.
 - Typing, preparing and collating reports.

filing.

 - Organising and servicing meetings (producing agendas and taking minutes)
 - Prioritising workloads
 - Supervising the company sales and making necessary changes where needed

Education

- **College of education - National Certificate In Education (NCE)** 2012 - 2015
English/ Theater art

Skills

- **HARD SKILLS** 1.Content writing 2.Strategy planning 3.Canva - Graphic design 4.Customer service - community engagement 5.Analytical skills 6. Computer skills 7.Proofreading and editing Reporting
- **SOFT SKILLS** 1. Empathy 2. Communication skills 3. Adaptability 4. Networking skills 5. Critical thinking 6. Teamwork 7. Problem - solving

Reference

- Available on request -