

# Resume

Graduate Electrical Engineer

## Personal details

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**Name** Betty Mwende  
**Email address** bettymwende97@gmail.com  
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**Address** 344, 90101 Tala

## Education

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**Sep 2015 - May 2020** **B.Sc Electrical and electronics engineering**  
**Dedan Kimathi University of Technology, Nyeri**  
Graduated with Second class honours

**Jan 2011 - Nov 2014** **Kenya Certificate of Secondary Education**  
**Kenya High School, Nairobi**

## Employment

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**Jan 2022 - Dec 2022** **Intern**  
**Kenya Revenue Authority, Nyeri**

- Enforcement of VAT compliance by carrying out field inspections of businesses and conducting Mock purchases.
- Enforce compliance of excisable products in the market through planned field enforcement activities to eradicate illicit goods and identification of non-compliant cases.
- implementation of excise factory inspections and control to ensure compliance with excise factory requirements.
- Verification and authentication of goods impounded by other enforcement agencies.
- Safe custody of seized exhibits and labeling.
- Participate intelligence gathering on illicit trade operation schemes.
- Receiving and registration of case files from field enforcement activities.
- Summoning taxpayers for case settlement.
- Participate in case compounding committees and taking minutes.
- Assist with general office duties including filing, data entry, maintaining of unit registers.
- Assist in the preparation of weekly and monthly reports.

**May 2020 - Dec 2021** **Freelance Copywriter**  
**Peter Wanga, Nairobi**

- Researching diverse topics and subject heads.
- Drafting assigned work pieces within the given time frame.
- Proofreading and editing news articles.
- Ensuring minimal plagiarism in delivered work.
- Proper work citations with accurate and reputable sources.
- Revision of assigned work according to client instructions.
- Product descriptions and reviews for advertisement and user engagement.
- Overall creative and critical thinking to produce unique, captivating articles.

Jan 2019 - Apr 2019

**Attachee**

**Jupiter Electrical engineers and general contractors, Nairobi**

- Interpreting wiring system drawings for domestic wiring installation.
- Constructing home conduit systems for domestic application.
- Installing home wiring systems with different sized cables.
- Installing home electrical fixtures (fluorescent tubing, wall bracket fixtures, electrical, data, and television aerial sockets, and bulkhead fittings).
- Operating installation equipment
- Making quotations for home electrical installation materials.
- Maintaining and troubleshooting household electrical systems.

Jan 2018 - Mar 2018

**Attachee**

**Kenya Power, Machakos**

- Training under experienced engineers to learn about low voltage power distribution, power line maintenance and customer relations.
- Termination of service cables to customer Premises.
- Operation and maintenance of high and low voltage overhead power lines.
- Construction of high 33 kV and 11 kV and low 415V and 240 V voltage overhead power lines.

## Skills

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<b>Analytical skills</b>	Excellent
<b>Teamwork</b>	Excellent
<b>AutoCad</b>	Good
<b>Microsoft office</b>	Excellent
<b>Communication Skills</b>	Excellent
<b>Customer relations</b>	Excellent
<b>Management</b>	Excellent
<b>Self drive</b>	Excellent
<b>Integrity</b>	Excellent

## Languages

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<b>English</b>	Fluent
<b>Kiswahili</b>	Fluent

## Hobbies

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- Reading
- Music
- Swimming
- Research

## References

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**Dr Edwell Tafara Mharakurwa**  
**Dedan Kimathi University of Technology, Nyeri**  
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**Kenya Revenue Authority, Nairobi**  
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**Kenya Revenue Authority, Mombasa**  
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