

Edwin Muema Mbatha

BUSINESS & SOFTWARE MANAGER | Digital Marketer

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P.O. Box 167 – 90100

Career Summary

A highly driven and detail-oriented graduate with a strong foundation in business operations and technology. Demonstrates excellent interpersonal and communication abilities, with a proven capacity to work collaboratively within teams or independently with minimal supervision. Adept at navigating fast-paced, results-driven environments while maintaining a high standard of professionalism, accuracy, and accountability. Committed to continuous professional development and contributing meaningfully to organizational goals.

Technical & IT Proficiency

- Information Systems Management
- Systems Configuration and Optimization
- Software Management and Integration
- Computer Networking and Infrastructure
- Telecommunications Systems and Technologies
- Technical and Academic Writing Expertise
- Programming in Java, C++, Python, MySQL & PHP

Business & Administrative Competence

- Business Administration and Operations
- Financial Accounting and Reporting
- Sales and Marketing Strategy Execution
- Research and Development Skills
- Entrepreneurial Skills

Communication & Relationship Management

- Public Relations and Stakeholder Engagement
- Effective Written and Verbal Communication
- Strong Interpersonal and Team Collaboration Skills

Leadership & Analytical Capabilities

- Effective Leadership and Decision-Making Skills
- Analytical Thinking and Strategic Problem Solving

Work Experience

ICT & PR Trainee

St Paul's University

Jan 2023 – Apr 2023

Revenue Clerk (Volunteer)

County Government of Machakos – Department of Finance & Revenue Collection

May 2023 – May 2024

Administration & Sales Manager

Champro Auto Tyres

June 2024 – Present

Education

Bachelor of Business Information Technology – St Paul's University (2020 – 2023)

Diploma in Business Information Technology – St Paul's University (2019 – 2020)

Certificate in Business Information Technology – St Paul's University (2018 – 2019)

KCSE – Mumbuni Boy's High School (2014 – 2017)

KCPE – St Mary's Boys Primary School (2006 – 2013)

Referees available upon request.