

---

**Personal Details**

---

Name: Jedidah Kinya Gikunda  
Phone: +254 112573973  
E-Mail: jedidahkinya163@gmail.com  
Birt Date: 04. 12 .2002



---

**Work Experience**

---

2017 – Present

**Informal Cleaning Experience**

Private Homes and Workplace

- Performed general cleaning duties including sweeping, mopping, dusting, and laundry
- Ensured bathrooms, kitchens, and common areas were well sanitized
- Assisted with childcare and occasional meal preparation
- Maintained a neat and welcoming environment for residents and guests

2/2023 -May 2023

**Alphajiri Engineering Limited**

Project Management Intern

- Assisted with general office organization and cleaning
- Maintained cleanliness of staff facilities and work areas
- Practiced teamwork and communication in a professional environment

---

**Ausbildung:**

---

08/2025 – 10/2025

**Generation, Kenia**

Training in Digital Customer Service

- Certificate

06/2024 - 10/2024

**German Course**

- B1 German Certificate

02/2021- 12/2024

**The Cooperative University of Kenya**

Diploma in Project Management

- Diploma Certificate

02/2017- 12/2020

**St. Annes Girls- Lioki**

- Kenya Certificate of Secondary Education

---

## **Key Skills and Competencies**

---

- Cleaning & Housekeeping
- Customer Service & Communication
- Time Management & Teamwork
- Attention to Detail
- Basic German Communication (B1)
- Microsoft Word & Excel
- Adaptability and Fast Learning
- English and Swahili (Fluent)

---

## **Hobbies**

---

Cycling

Going on Nature Walks.