

## CURRICUM VITAE



# *Sonja Mark*

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### **Career Objective**

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To be a leading business leader in a multinational organization where my professional and leadership skills, as well as experience gained through exposure to diverse business environments can be successfully applied.

### **Key Competencies**

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- Excellent interpersonal skills with the ability to work with people at all levels.
- Excellent writing, presentation and analytical skills.
- High integrity, dynamic and proactive.

### **Professional Qualifications Summary**

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#### ***Human Resource Administration\management:***

Review of company human resource requirements and needs as well as management and the administration of the same.

#### ***IT Skills:***

- Proficiency in the use of Microsoft Office applications (i.e. MS excel, MS word, MS PowerPoint and Outlook).
- Concise analytical skills in spreadsheets and their use in relating business cases for optimizing decisions.
- Use of different templates in populating customized report such as appraisal reports, evaluating value for money decisions and other tailored reports.

## **Educational Background**

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**2009-2011 DR BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**

**India** Passed M.B.A in first class honors

- Project report on “The role of IT in human resources.” for M.B.A based on, Life Insurance Company. L.I.C. (India)

**2006-2009 DR BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**

Passed B.B.A in first class honors.

- Project report on “Production management” for B.B.A. based on Saamana daily newspaper (a regional daily newspaper in India.)

**2000-2003 Highway Secondary School**

Passed KCSE with C+ (KNEC)

**1992-1999 Consolata Primary School**

Passed KCPE with B+ (KNEC)

## **Extra-Curricular Activities**

- 1) Playing chess
- 2) Playing basket ball
- 3) Reading
- 4) Traveling and meeting new people
- 5) Swimming