**FORWARDING LETTER**

I am a Kenyan male aged 22 years of age. I am currently a fourth year student undertaking a bachelor’s degree in Economics and Statistics at University of Nairobi and I would love to work for your organization.

I am a self motivated, self- driven and result oriented, seeking to work in an environment that challenges my abilities and encourages teamwork while supporting individual career growth and building my professional competences.

KIRIMI LINCOLN ROY

CELL PHONE 0711527610

**CURRICULUM VITAE**

**NAME:** KIRIMI LINCOLN ROY

**DATE OF BIRTH**: 26 July1993

**GENDER:** Male

**MARITAL STATUS:** Single

**NATIONALITY**: Kenyan

**LANGUAGES:** English, Swahili, Meru (well spoken and written)

# CONTACT ADDRESS Tel 0711527610

Email; lincolnroy90@gmail.com

**LONG TERM OBJECTIVE:**

As a self motivated, self- driven and result oriented man, am seeking to work in an environment that challenges my abilities and encourages teamwork while supporting individual career growth and building my professional competences.

To work in a challenging environment and one that imparts positively on people’s lives.

**EDUCATIONAL BACKGROND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **INSTITUTION** | **GRADE AND CERTIFICATE ATTAINED** |
| MAY 2013- TO DATE | UNIVERSITY OF NAIROBI | UNDERTAKING A BACHELORS DEGREE IN ECONOMICS AND STATISTICS(FOURTH YEAR ONGOING) |
| JAN 2012-MARCH 2012 | SIPET COLLEGE | CERTIFICATE IN INTERNATIONAL COMPUTER AND DRIVING LICENCE(ICDL)-COMPUTER |
| FEB 2008-NOV 2011 | NAIROBI SCHOOL | KENYA CERTIFICATE OF SECONDARY EDUCATION-GRADE A-(79 POINTS) |
| JAN 2000-NOV 2007) | PLAINSVILLE ACADEMY | KENYA CERTIFICATE OF PRIMARY EDUCATION GRADE A (418 MARKS OUT OF 500) |

**WORK EXPERIENCE**

1. December 2012-January 2013. Registration and polling clerk IEBC

**Responsibilities**

* Registration of voters
* Verification of voters
* Book keeping.

2.14 September to 14 December 2015, Intern at Kenya National Bureau of Statistics

**Responsibilities**

* Data entry .This involves incorporating data received from field surveys and keying in the data.
* Carrying out additional duties and doing all that has been asked of me by my supervisors , KNBS staff and my colleagues who needed my help in one way or the other in carrying out any work related activity.
* Data cleaning: this is of great significance after data has been entered to ensure smooth analysis of the data.
* Updating business register
* Office administration duties; I was involved in sorting and packaging of questionnaires to be used in surveys

**KEY STRENGTH AND SKILLS**

* Ability to learn and adjust fast.
* Excellent time management.
* Good communication skills.
* Able to work under minimum supervision.
* Excellent organization skills.
* Ability to exercise sound judgment

**HOBBIES**

* Reading novels
* Making friends
* Adventure and travelling
* Photography

**REFEREES:**

1. Ms KINYUA ELSIE MWENDWA,

ASSISTANT LOANS OFFICER,

PREMIER GROUP-KENYA.

TEL 0724394411.

Email; [mweelosy@yahoo.com](mailto:mweelosy@yahoo.com)

2. PROF JANE KABUBO MARIARA,

DIRECTOR SCHOOL OF ECONOMICS UNIVERSITY OF NAIROBI,

P.O. BOX 30197-00100.

NAIROBI.

CELL NO; 0721574101

Email; [jane.mariara@gmail.com](mailto:jane.mariara@gmail.com)

1. NEWTON AMUGUNE

STATICIAN KENYA NATIONAL BUREAU OF STATISTICS,

TEL:0715602684