

BRENDA MUTHONI NJUGUNA

CURRICULUM VITAE

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## **CAREER OBJECTIVE**

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To work in a challenging environment, that supports career growth and nurtures human values in the attainment of organizational goals. Working with reputable sectors where I will get a chance to plan and make important decisions regarding the provision of quality and personalized services to customers and to be a distinguished professional in a challenging environment which calls for dedication, creativity and decision making in achieving organization goals.

## **PROFILE**

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I am a graduate in Bachelor of Science in Electrical and Telecommunication Engineering with experience attained through industrial attachment having worked at Kenya Power, KENGEN and Comply Industries. I am now seeking to expand my horizons to work in a dynamic corporate environment and contribute effectively in a challenging and rewarding position in order to achieve organizational goals.

## **PERSONAL DETAILS**

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**DATE OF BIRTH:** 02.03.1995  
**SEX:** Female  
**NATIONALITY:** Kenyan

## **KEY SKILLS & COMPETENCIES**

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- Excellent written and verbal communication skills.
- Computer literate.
- Proactive and self-motivated with the ability to multitask as needed.
- Good at building rapport.
- Analytical, critical thinker and fast learner.
- Excellent customer service skills.
- Hardworking, self-driven and target conscious.
- A strong team player.
- Proficient in Microsoft office.
- Knowledge in Windows and Linux operating systems.

## **EDUCATION BACKGROUND**

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**2013 – 2018:** **Multimedia University of Kenya.**  
Bachelor of Science in Electrical and Telecommunication Engineering.

**2009 – 2012 :** **St. Brigids Girls High school**  
Kenya Certificate of Secondary Education (K.C.S.E.)  
Grade: A-

**2001 - 2008:** **Hermann Gmeiner SOS primary school, Eldoret.**  
Kenya Certificate of Primary Education (K.C.P.E.)  
372 Marks

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## **WORK EXPERIENCE**

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### **Comply Industries: July – September 2017**

**Position:** Intern in the Electrical Department

**Duties;**

- Domestic installation and wiring.
- Motor service and maintenance.
- Configuring different motor starting techniques such as start delta starters, forward reverse starters, and DOI starters.
- Programming Programmable logic circuits.
- Maintaining the pneumatic and hydraulic systems.

### **Kenya Power and Lighting Company (KPLC): May - July 2016**

**Position:** Intern in the Information Technology and Telecommunication department

**Duties;**

- Troubleshooting at the base stations.
- Fiber connection, running, patching and splicing.
- Activation of ports, router configuration, IP phone problems, Switch configuration and trunking.
- Gained experience in working with the supervisory control and data acquisition(SCADA) system

### **Kenya Electricity Generating Company (KenGen): May – July 2015**

**Position:** Intern

**Duties;**

- Troubleshooting of ICT hardware and software.
- IP addressing and routing
- Installation of windows, office SAP programs and email configuration.
- Installation of an Antivirus and Network Agent on machines.
- Computer repair, maintenance and termination of network cables
- User support resolution of software and hardware problems
- Fiber splicing
- Configuring of Cisco routers and switches and resolving LAN problems
- Setting up of videoconferencing machines and public addresses.

## **HOBBIES**

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- Making new friends.
- Reading novels.

## **REFEREES**

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Shadrack Njoroge Kirunga,  
Dean of Students,  
Multimedia University of Kenya,  
0723739992.

Dan Mwangi,  
Electrical Engineer,  
Comply Industries,

0702870645.

Joan Ruth,  
Manager,  
Pewa Investments,  
0727838907