|  |
| --- |
| **REUBEN MUNENE MWANGI.**  **PHONENUMBER**: **+254 775222273.**  **NATIONALITY**: KENYAN  **I.D NO**: 37834078.  **RESIDENCE**: Nanyuki.  **EMAIL** : [reubenmunene0@gmail.com](mailto:reubenmunene0@gmail.com)  **LANGUAGE(S)**: English, Swahili, basic German. |

**PERSONAL PROFILE**

An open-minded and motivated Maths and Computer Science graduate who works under minimal or no supervision, possessing great communication skills and a strong desire to achieve excellence. I am looking for a position in your institution where I can use my professional skills and also gain more in the long run. I have a committed as well as client-focused methodical approach towards my targets.

**CAREER OBJECTIVE**

To utilise the professional and technical skills gained through past work experiences and lessons learnt to your institution. I also look forward to learning even more from your institution.

**SKILLS**

Sales and Marketing skills such as negotiation, recruitment of clients, relationship building with clients and problem solving.

Computer programming skills.

Computer Statistical skills.

Basic Computer skills in Microsoft Office

**EDUCATIONAL BACKGROUND**

**2018– 2023**: BSc. Mathematics and Computer Science.

Majoring in Statistics, Multimedia University.

**2014 -2017**: Njiiri School.

K.C.S.E mean grade. B (plain)

**2009-2013**: Gachugu Academy.

K.C.P.E marks. (398/500).

**WORKING EXPERIENCE**

**May 2024-Ongoing: T.D.R (Trade Development Representative) at Telkom Kenya.**

Duties and Responsibilities:

* Developing trade base in Nanyuki.
* Scheduling, attending and conducting professional meetings with management and team agents.
* Agent recruitment.
* Onboarding and maintaining clients.
* Recruiting and maintaining retailers.
* Gross Activations.

Key Achievements

* Successful development of a stable trade base of retailers and customers.
* Successful recruitment of team agents
* Increased sales from 10% to 70% in Three months

**January 2023-May 2024: Social media Marketer at the Maxy’s Hotel.**

Duties and Responsibilities

* Developing marketing strategies for the hotel.
* Developing social media client-base.
* Working with designers to create and publish social media posts

Key Achievements

* Increased social media visibility.
* Successful recruitment of clients from social media posts.
* Maintaining clients through social media interactions.

**January 2022- March 2022: Internship as a Computer Statistician at National Library.**

Duties and Responsibilities

* Stochastic processes
* Number theory.
* Cryptography
* CSS programming
* Backend and front end app development
* Distributed Systems.
* Sample survey
* **Mathematical analysis**.
* Field theory.

**April 2021 – August 2021**: **Home Schooling Teacher at Kariambi, Karatina.**

Duties and Responsibilities

* Conducting home visits to the beneficiaries for assessment purposes.
* Children record keeping and information update.
* Counselling children on social issues.
* Data entry and processing.
* Coordinating Extra-curricular activities i.e. Football, Volleyball, Dart, Talents etc.
* Giving first hand lessons to children in various subjects i.e. Mathematics, Chemistry and Physics

**POSITIONS OF RESPONSIBILITIES/ LEADERSHIP ROLES.**

* Trade Development Representative at Telkom Kenya
* Recruiter and developer at Online Jobs Connect.
* Multimedia University leader of the dance club.
* Mathematics Class Representative Njiiri School.
* Class 8 prefect Gachugu Academy 2013.

**EXTRA CURRICULAR ACTIVITIES**

* Member of the Njiiri School Mathematics club
* Member of the Multimedia University drama, dance and Entertainment Clubs.
* Member of the Multimedia University app and software development club

**REFEREES.**

Mr Charles Kamau.

Zonal Manager,

Nyeri.

+254 774 053090

Madam Caroline

Sales Executive,

Maxy’s Lounge.

+254 711201140

Madam Wattanga.

Head of Faculty,

Social Sciences and Technology,

Multimedia University of Kenya.

+254786279067