**CURICULUM VITAE TEMPLATE**

**CURRICULUM VITAE**

**NAME**,

Tel:

Email:

**PROFILE SUMMARY**

A keen to detail and result driven student. My course saw me grow in areas such as; teamwork, human resource development, information technology courses.In addition, I also possess the ability to lead teams and ensure proficiency in all the duties they undertake. I am now seeking an opportunity in a suitable position in your company where I can implement and acquire skills.

**PERSONAL DETAILS**

**Year of birth:**

**Nationality:**

**Marital status:**

**EDUCATION**

* **2017-to date:**

Bachelor in Business Information Technology(BBIT)

* **2013-2016:**

Kenya Certificate of Secondary School

* **2005-2012:**

Kenya Certificate of Primary School

**Experience:**

**Key Skills And Competencies Acquired While Studying and volunteering:**

* Strong ability to read and understand information and ideas presented in writing and to apply general rules to specific problems to produce answers that make sense
* Extensive knowledge in employee relation
* Ability to establish effective working relationships with people at all levels
* Well versed in Computer Packages Word, Excel, Access, Power-point, Internet
* Ability to work under pressure
* Effective team leader
* Good communication skills

**Referees**

Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:

Supervisior

Institute:

Tel:

Email: