

CURRICULUM VITAE:

PERSONAL PROFILE

Name:	Kihuga James Muiruri
Gender:	Male
Date of birth:	25 th July 1990
Nationality:	Kenyan
County:	Nyandarua
Marital status:	Single
Language proficiency:	English, Kiswahili and Kikuyu
Contact:	0715300844
Home address:	P.O Box 629-20303,Olkalou
E-Mail:	Smartjmcomps3@gmail.com
Region:	Christianity

I am an experienced clerk with exceptional typing and data entry abilities of results-driven nature. I am also knowledgeable about customer relations, management, logging daily information, researching variances and maintenance of accurate thorough records.

WORK EXPERIENCE

Kenya Women Finance Trust (K.W.F.T)Bank: Jan 2023 .

Business Development Internship

- Recruitment of clients and groups for the bank.
- Making follow ups on existing clientele and groups for financing them with credits.
- Collection of dues from groups and individual from the field.
- Preparation and filing of customers Loans forms.

Self Employed : From Jan 2016 to date.

As a seasoned Computer Instructor,

- Set up computer lab, network systems and delivering a step by step instructions on basic computer applications.
- Attending professional development courses
- Development of website using frameworks and use of Html. Css Bootstrap, php and Java scripts inputs.
- Prepare examination materials and supervision of class projects.

Independent Electoral & Boundaries Commission: July 2022 – Aug 2022.

Deputy Returning Officer (DRO)

Duties included;-

- Collection and ensuring of safety of IEBC materials.
- Conduct training to the clerks at the polling station.
- Siting organizing and marking of polling centers for elections.
- Tallying of ballot papers and ensuring conformity to rules and regulations of the commission.

Documentation and coordinating of internal activities at the polling station.

D.T. Dobie & Company: Aug 2015 – Dec 2015:

Clerical duties included.

- Provision of quality clerical support through data entry, document management, email correspondence and overseeing of office equipment operations.
- Interaction with customers through phone, email or in-person in the provision of required information.
- Production of high-quality communication memos for internal and external use.
- Promotion of customer loyalty, satisfaction and sales.

EDUCATION

EGERTON UNIVERSITY AUG 2010 – DEC 2013

Awarded a Bachelor's Degree in Economics and Statistics

NJABINI BOYS HIGH SCHOOL: JAN 2005 – NOV 2009

Awarded the Kenya Certificate of Secondary Education Qualification (K.C.S.E) Certificate Grade B (Plain).

CERTIFICATIONS

MAT ACADEMY: SEP, 2022.

Software Development Course.

Awarded Diploma in Software Development.

NAMELOK RETREAT CENTER OF GGFAN: 8TH JULY 2022

Trauma Healing Facilitators' Course

Awarded, Trauma Healing Facilitator's certificate.

INTERNATIONAL LEADERSHIP INSTITUTE: 13TH – 16TH JUNE, 2022

Leadership Training Course.

Awarded Facilitator's Certificate.

ST. ANN'S CATHOLIC INSTITUTE: MARCH 2014 – DEC. 2014

Certified Public Accountant (CPA)
Course.

Awarded ,C.P.A 2 Certificate.

HOBBIES & INTERESTS

- Browsing
- Travelling
- Reading motivational articles
- Swimming.

REFEREES

Mr. James Mburu
Project Officer Nyandarua
Dan Church Aid Project
Contact: 0705972771

Pst. Nderitu Stephen,
Rev. GGFAN church,
P.O Box. 155- 20303,
Ol Kalou.
Contact: 0728460062

Fredrick G. Mathenge,
P. O. Box 629-20303,
OLKALOU.
Contact: 0725630388

