

CURRICULUM VITAE

PERSONAL DETAILS

Name : Lennox Ngonje
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CAREER ASPIRATION

- Web Development
- Graphics & Design
- Video editing

CAREER OBJECTIVE

To leverage my established skills to bring great customer service to a fast-paced outlet that allows for professional growth.

EDUCATIONAL BACKGROUND

2023-Dec 2023 :NAIROBITS TRUST

Attained : Certificate of Digital Literacy Program

2018-2021 :KASIKEU BOYS HIGH SCHOOL

Attained : Kenya Certificate of Secondary Education

2010-2017 :AMANI PRIMARY SCHOOL

Attained : Kenya Certificate of Primary Education

WORK EXPERIENCE

June 2023- January 2024 : Shinning Hope for Communities

Position : Data Entry

February 2023-2024 : Lucky Smart Beadwork

Position : Managing director

Duties & responsibilities

- To follow the rules and guidelines of the company
- To report any issue to the supervisor
- Be reliable and Punctual
- Be trustworthy

ACHIEVEMENTS

June 26th 2023

:Kibera Town Center

Achieved

: Certificate in Computer Packages

Packages learnt

- Introduction to computer
- Word processor
- Spreadsheet
- Database software
- Desktop publishing software
- Presentation software
- Internet and Email

April 29th 2023

: Shinning Hope For Community

Achieved

: Certificate in Employability and

Entrepreneurship skills

Skills learnt

1. Entrepreneurship

- Introduction to Business
- General Business Ideas
- Market Research & Marketing
- Startup Capital
- Customer Services
- Business life Cycle
- Cash Flow & Costing

- Record Keeping

2. Employability

- Effective Communication
- Improving personal attributes & attitudes
- Understanding Employability
- How to find a secure Job
- Developing positive work behavior
- Rights and Obligation in Employment

Skills

- Computing skills
- Communication skills
- Problem solving

Hobbies

- Gaming
- Traveling

REFEREES

Eric Muli,
Facilitator,
Shinning Hope for Communities
0703763709

Brenda Atieno,
Supervisor,
Lucky Smart Beadwork,
0115100294

Akoth,
Teacher,

Ebenezer Gen. Shop,
0794734925