



PETER MBUGUA NGUMI - CURRICULUM VITAE

PERSONAL ASSISTANT SAVE A SOUL ORGANIZATION | WEBSITE DEVELOPER

PERSONAL INFORMATION:

- **Date of Birth** : March 8Th 2003.
- **Gender** : Male.
- **Address** : Limuru, Kenya.
- **Email** : pmbugua276@gmail.com
- **Phone** : +254701 571 745 | +254103947514
- **Personal Website** : [Peter Mbugua \(p-mbugua.github.io\)](https://p-mbugua.github.io) (*Work in Progress*).

PERSONAL SUMMARY:

Dynamic and proactive professional with a solid background in technology, customer service, and administrative support, currently advancing skills through a Software Engineering course at Moringa School. I bring extensive experience in graphics design, computer skills training, and robust coding abilities in HTML, CSS, JavaScript, React, Python, and database management. I am eager to provide high-quality and timely administrative support of a confidential nature, ensuring all visitors are warmly welcomed and meetings are efficiently managed. With my strong organizational skills and ability to prioritize tasks effectively, I am prepared to manage complex diaries and correspondence, facilitate travel arrangements, and support event logistics seamlessly. I am dedicated to maintaining utmost confidentiality, exercising diplomacy, and delivering exceptional administrative efficiency in a dynamic environment.

PERSONAL ATTRIBUTES:

- Proven interpersonal skills.
- Ability to work independently and a team player.
- Ability to interact with young people.
- Ability to pay attention to details.
- Good interpersonal and communication skills.
- Good public relations and human resource skills.
- Very creative, a critical thinker and leadership skills.

EDUCATION:

2024 Feb – 2024 Sept:	Moringa School.
Achievement :	Certificate in Full Stack Development (<i>On going</i>).
2023 July - 2023 Sept:	Moringa School.
Achievement :	Certificate in Website Development.
2023 May - 2023 Sept:	Bridge College.
Achievement :	Introduction To Information Communication & Technology.
2022 Sept – 2022 Dec:	Petanns Insitute of Business Studies.
Achievement :	Certificate in Graphics Design.
2022 May – 2022 Aug:	KAG Githunguchu.
Achievement :	Certificate in Computer Packages.
2018 – 2021 :	Magumu Boys High School.
Achievement :	Kenya Certificate of High School Education.
2009 – 2017 :	Githunguchu Primary School.
Achievement :	Certificate of Primary Education.

WORK / PROFESSIONAL EXPERIENCE:

2023 April To Date :	Save A soul Organization.
Position/Role	- Secretary Personal Assistant to the Manager.
2023 Jan To Date :	Hexaq Media Agency.
Position/Role	- Graphics Designer. - Front End Web-Developer.
2022 July To Date :	KE-0324 Githunguchu (<i>Compassion International</i>).
Position/Role	- Part Time Data Entry. - Part Time Personal Assistant.
2022 Dec - 2023 April:	Candid Centre.
Position/Role	- Computer Skills Trainer. - Customer Attendant. - Graphics Designer.

SKILLS:

- **Project Management:** Experience in managing projects effectively, as demonstrated in roles such as Secretary and Personal Assistant at Save A Soul Organization.
- **Detail-Oriented Mindset:** Proven ability to maintain accuracy and attention to detail, highlighted by your work as a Computer Skills Trainer and Graphics Designer at Candid Centre.
- **Customer Service:** Experience in guiding and supporting participants, ensuring their needs are met, which aligns with responsibilities in various roles, including at Hexaq Media Agency and Save A Soul Organization.
- **Flexibility and Adaptability:** Demonstrated ability to handle multiple tasks and adjust to changing project needs, evidenced by your diverse professional experiences.

OTHERS SKILLS:

- Proficient in HTML, CSS, JavaScript, React, Python.
- Skilled in SQL and MongoDB database management.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Ability to adapt to new technologies and tools quickly.
- Proficient in Windows, Mac Os & Ubuntu.
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LANGUAGES:

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|-------------|---|------------------------------|
| • English | - | Fluent (Spoken and Written). |
| • Kiswahili | - | Native proficiency. |

PERSONALITIES AND HOBBIES:

- **Personality Traits:**
 - ✚ Detail-oriented.
 - ✚ Organized.
 - ✚ Reliable.
 - ✚ Proactive.
 - **Hobbies:**
 - ✚ Coding.
 - ✚ Interacting with others.
 - ✚ Travelling.
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REFEREES:

1. Madam Emily Wanjiku.
Manager Save A Soul Organization & All Souls School – Ndeiya.
Tell: 0721-368110
 2. Mr. Peter Kinyanjui.
Project Director and CEO Hexaq Media Agency.
Tell: 0707-515347
 3. Madam Ruth Ngiri
Project Director KE324 Githunguchu
Tell: 0721-467084
 4. Mr. Chris Thuo.
Director Candid Centre.
Tell: 0722-591208.
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