



## **PETER MBUGUA NGUMI - CURRICULUM VITAE**

**PERSONAL ASSISTANT SAVE A SOUL ORGANIZATION | WEBSITE DEVELOPER**

### **PERSONAL INFORMATION:**

- **Date of Birth** : March 8<sup>Th</sup> 2003.
- **Address** : Limuru, Kenya.
- **Email** : pmbugua276@gmail.com
- **Phone** : +254701 571 745 | +254103947514
- **LinkedIn** : <https://www.linkedin.com/in/peter-mbugua->
- **Personal Website** : <https://developerp.netlify.app/about>

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### **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.

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### **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.

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### EDUCATION:

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

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### WORK / PROFESSIONAL EXPERIENCE:

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

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### 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:

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

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### 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:** 0721-368-110
  2. Mr. Peter Kinyanjui.  
Project Director and CEO Hexaq Media Agency.  
**Tell:** 0707-515-347
  3. Madam Ruth Ngiri  
Project Director KE324 Githunguchu  
**Tell:** 0721-467-084
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