

BRIAN MUTUMA

Nairobi · Kenya

PERSONAL DETAILS

Name: Brian Mutuma

Phone: + 254 708 033 054

Email: bmutumake@gmail.com

Date of Birth: 13/12/2000

Marital Status: Single

Nationality: Kenyan

Languages: English, Kiswahili (Spoken & Written Fluently)

EDUCATION AND QUALIFICATIONS

Strathmore University – Nairobi, Kenya (May 2023 – Ongoing)

- Bachelor of Business Information Technology.

Moringa School – Nairobi, Kenya (Nov 2022 – Apr 2023)

- Product Design.

Kenyatta University – Ruiru, Kenya (Sep 2019 – Oct 2022)

- Bachelor of Fine Art & Design.

Emobilis Institute of Technology – Nairobi, Kenya (Jan 2019 – Jun 2019)

- Full-Stack Development.

Sunshine Secondary School – Nairobi, Kenya (Feb 2015 – Nov 2018)

- Kenya Certificate of Secondary Education.

Nairobi Primary School – Nairobi, Kenya (2014)

- Kenya Certificate of Primary Education.

EMPLOYMENT HISTORY

Executive Personal Assistant - Hybrid (Apr 2022 – Jan 2025)

- Kiwi Timber & Metalworks Limited.

Duties:

- Create and manage relevant databases for company documents, records and services.
- Manage the company executive's personal and company documents and records.
- Schedule management for the company executive.
- Prioritize emails and respond when necessary.
- Draft, review, and send communications on behalf of the company executive.
- Co-ordinate travel arrangements.
- Run personal and work essential errands for the company executive.

Content Manager – Remote (Nov 2024 – Jan 2025)

- Casure Concierge Limited.

Duties:

- Searching for event posters, public service announcements, deals and offers on various platforms.
- Uploading content to company website.
- Publishing event blogs for service subscribers.
- Capture meeting minutes where deliverables and targets were set.

Logistics Coordinator – Full Time (Dec 2019 – Apr 2022)

- Mua Valley Farm Limited.

Duties:

- Scheduling management.
- Packaging and billing.
- Planning and execution of direct order delivery.
- Customer relations
- Feedback analysis and review

MAIN ACHIEVEMENTS

County-level Silver Medallist in Breaststroke (2017)

- Represented the school in the inter-county swimming competition where I placed 2nd in my category.

Vice-Captain, Sunshine Secondary School Swimming Team (2017)

- Was elected team vice-captain based on merit and dedication to the team.

Treasurer, Art Club- Sunshine Secondary School (2017-2018)

- Was elected as club treasurer and dealt with club finances which involved collection for club trips and organization of events.

2nd place McMillan Library Drawing competition (2012)

- Participated in the library's annual drawing competition and came in 2nd place.

SELECTIVE INTERESTS

- Oil & Acrylic painting.
- Graphite & charcoal drawing.
- Automotive engineering.
- Film & Cinema.
- Swimming.

REFEREES

Dr. Duncan G. Mwangi

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Managing Director, Kiwi Timber and Metalworks Ltd.

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Director, Casure Concierge Ltd.

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Lecturer, Kenyatta University Fine Art and Design Department.