

CURRICULUM VITAE

Personal Details

NAME: PHILLIS NJOKI NJANE

D.O.B: 06/05/1999

MARITAL STATUS: Single

RELIGION: Christian

LANGUAGES: English, Kiswahili, Kikuyu

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CAREER OBJECTIVE

Working with a high profile performing team that is focused, visionary and result oriented and also taking the initiative to actualize the vision of the organization and where I can utilize my skills and gain further experience.

SKILLS

- **Strong management and organizational skills**
- **Deep cleaning expertise and an eye for detail**
- **Sound decision making skills**
- **Strong leadership skills**
- **Good communication skills**

EDUCATION

Sept 2018-July 2021	[Diploma In Applied Biology] [Computer Packages]	[The Nyeri National Polytechnic] [Joska Computer College]
Jan 2018 - Mar 2018		
[2014-2017]	[KCSE Certificate]	[St. Francis Xavier Girls' Secondary School]
[2005-2012]	[KCPE Certificate]	[Alfa Malcus Academy]

EMPLOYMENT

YEAR	DUTIES	COMPANY/ORGANIZATION
Aug 2021 to Dec 2021	VOLUNTEER	THE ARK COMMUNITY
Jan 2022 to Nov 2024	GRADE 4- 6 TEACHER	MUTALIA LEARNING CENTRE

OBBIES AND INTEREST

Socialising with friends and family, Watching TV, Reading & Researching.

REFEREES

Bentina Alusi

H.T ARK COMMUNITY

Tel: 0722-340 -304

MARY WAMBUI

H.T MUTALIA LEARNING CENTRE

Tel: 0727-979-081