

## CURRICULUM VITAE

### **PERSONAL DETAILS.**

Name: Kelvin Irungu Mwendia.

Phone: 0706457979.

Email: kelvinirungu55@gmail.com

### **PROFESSIONAL SUMMARY.**

Dedicated and hard-working Mechatronics Technician with hands-on experience from an attachment at Rukuriri Tea Factory Co. Ltd. Experienced in administrative roles, sales, and management, and well-versed in mechatronics systems.

Equipped with a Diploma in Mechatronics and computer skills. Seeking to contribute technical knowledge and expertise as a Mechatronics Technician.

### **WORK EXPERIENCE.**

**1.** Secretary for Skyline General Trading Company located within Savannah Cement Company (August 2020 –November 2020)

Roles and Responsibilities possibilities

I. Maintaining records.

II. Provided support to senior management in executing company operations.

III. Recording of offloaded clinker and clearing of trailers from Savannah Cement company

**2.** Sales person at Blessed Furniture Workshop (November 2020 – February 2021)

i. Assisted customers in selecting furniture and providing product information.

ii. Managed daily sales transactions and ensured customer satisfaction.

**3.** Supervisor (Yard Operations) Skyline General Trading Company (March 2021 – August 2021)

i. Oversaw daily operations of the company's yard, managing inventory and logistics.

ii. Coordinated staff, ensuring tasks were completed efficiently and safely.

iii. Clearing of trucks and record keeping of offloaded iron ore and Gypsum.

iv. Ensuring adequate supply of materials to the required industries.

### **EDUCATION.**

### **1. Diploma in Mechatronics Technician**

Ahmed Shahame Mwidani Technical Training Institute September 2021 – July 2024

### **2. Kips kitengela**

Computer Packages from January 2020 – March 2020

### **3. Kenya Certificate for Secondary Education (KCSE)**

Siakago Boys High School 2016 – 2019 obtained C plain

### **4. Kenya Certificate for Primary Education (KCPE)**

Rens Academy 2015 obtained 331 marks

### **SKILLS.**

- i. Mechatronics systems and maintenance
- ii. Administrative and management skills
- iii. Customer service and sales
- iv. Inventory and logistics management

### **Referees**

- 1. Ahmed Noor - HR at Skyline General Trading Co. Ltd
- 2. Charles Maina - Owner of Blessed furnitures
- 3. Melvin Muriithi - Head of Mechanical Department at Ahmed Shahame Mwidani TTI