**CURRICULUM VITAE**

**COVER LETTER**

**KELVIN GITONGA WANJOHI**

**KARATINA, 114-10101,**

**0726704563**

kelvin2gitonga@gmail.com

### Dear Sir /Madam,

I am writing to apply for the recent job opportunityin your organization having been inspired by your innovations that help deliver ground breaking solutions in a fast-moving environment to fully satisfy customer needs and be the best company in the market.

I’d like to first introduce my past experience. While pursuing a Diploma in Information Communication Technology at Kiambu Institute of Science and Technology, I developed skills in Network Management, software installation and troubleshooting, communication skills and web design. With this knowledge and passion for technology, it will enable me to operate and deliver maximum support in the organization and also eager to learn more every day.

Given the opportunity I would live and breathe this role and would be a privilege and honor to work with you, with the aim of reaching for greatness.

I would like to wish you all the best and hope that the recruitment process goes well as you had hoped and will be a great success.

Thank you for your time to read this.

Best regards,

**0726 704 563**

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KELVIN GITONGA WANJOHI

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| **PERSONS DETAILS** |
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**NAME: KELVIN GITONGA WANJOHI**

**ADDRESs: 114 KARATINA**

**D.O.B: 24TH MAY 1995**

**GENDER: MALE**

**NATIONALITY: KENYAN**

**RELIGION: CHRISTIAN**

**MARITAL STATUS: SINGLE**

**ID NO: 32327475**

**LANGUAGE: KISWAHILI, ENGLISH, KIKUYU.**

**TEL: 0726704563, 0782561115.**

**EMAIL:** kelvin2gitonga@gmail.com

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| **career Objective** |  | To find a challenging position to meet my competencies, capabilities, skills, education and experience. |
| **Skills & Abilities** |  | 1. Detail Oriented 2. Passion for Creativity and Problem Solving 3. Customer oriented 4. Goal Oriented 5. Cable Structure Solutions 6. Web Design 7. HTML, CSS, JavaScript 8. Networking solutions |
| **work Experience** |  | intern at KAGUMO TEACHERS COLLEGE **DURATION:AUGUST 2016 T0 NOVEMBER 2016**  **DUTIES AND RESPONSIBILITIES**   * Web Design * LAN setup, cabling & networking * Termination of patch codes and truncking * LAN design and implementation * Software installation and troubleshooting  IEBC POLLING CLERK **DURATION: AUGUST 2017**  **FAULU SALES CONSULTANT**  **DURATION:AUGUST 2018 T0 JANUARY 2019**  **DUTIES AND RESPONSIBILITIES**   * Registering of new members/accounts * Selling of loans and insurance * Sme’s/bank assurance   **INTERN AT NHIF (KIAMBU BRANCH**)  **DURATION: MAY 2019 T0 AUGUST 2019**  **DUTIES AND RESPONSIBILITIES**   * Claim management * Registration of members * Printing of cards * File management * Scanning/photo merging/Revenue and Finance   **KENYA NATIONAL BUREUA OF STATISTICS**  **(CENSUS 2019).**  **DURATION:** AUGUST- 14-2019 TO AUGUST-30-2019 |
| **Education** |  | **KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY**  **DURATION:** SEPTEMBER 2014 TO JULY 2017  **COURSE:** DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY  **KOMAROCK HIGH SCHOOL**  **DURATION:** 2009 TO 2013  **COURSE:** KCSE  **NGARI JUNIOR ACADEMY**  **DURATION:** 2001 TO 2009  **COURSE:** KCPE |
| **REFERENCES** |  | **NATIONAL HOSPITAL INSURANCE FUND (KIAMBU BRANCH)**  **P.O BOX 254 KIAMBU**  **TEL: 0208055793**  **KENYA NATIONAL BUREUA OF STATISTICS(CENSUS 2019)**  ***CONTENT SUPERVISOR MARTIN MUGI***  ***TELEPHONE: 0710943045***  **FAULU BANK (KIAMBU BRANCH)**  ***SUPERVISOR* BESSY NCHAU**  **TELEPHONE: 0710439373** KAGUMO TEACHERS COLLEGE **P.O BOX 18-10100 NYERI**  info@kagumocollege.ac.ke 0703189729 kiambu institute of science and technology P.O BOX 414-00900  [principal@kist@.ac.ke](mailto:principal@kist@.ac.ke) (020) 3522550 |
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