



Nairobi, Kenya



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[Kelvin Ndungu – your partner
in engineering and
innovation](#)

OBJECTIVE

A prospective student with the drive and motivation, seeking a challenging position to leverage organizational, communication, and leadership skills to showcase and learn from you while working at your organization.

KELVIN NDUNGU

EXPERIENCE

Jan 2020–Feb 2020

Cybercafé Attendant • Capital Computers Subukia Cyber

I scanned and printed Documents, handled emails from prospective clients and also provided good customer service. I'm also confident in my data entry skills.

EDUCATION

Nyeri High School

- Attained Grade: A-

Computer Applications Certificate

- Proficient in office applications: MS Word, Excel Spreadsheets, PowerPoints as well as handling e-mails

Dedan Kimathi University of Technology

- Bachelor of Science in Civil Engineering, 2020 – ONGOING

COMMUNICATION

As both a student and a cybercafé attendant, I have honed my communication skills through years of experience in verbal and written communication with both clients and colleagues. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the workplace.

LEADERSHIP

I have demonstrated strong leadership skills in student leadership and during my time as a cybercafe attendant. I have experience in providing guidance and support to clients, setting performance expectations and providing feedback, and addressing issues as they arise.

HOBBIES & INTERESTS

I love traveling and engaging in adventurous excursions that involve hiking and camping. I have been involved in the presidential award club during my growth in high school where I have undergone bronze, silver, gold and community service where we helped in renovating Nyeri prison's kitchen in 2019. I'm also a fan of films.