

MY CURRICULUM VITAE

PERSONAL DETAILS

NATHAN LIKARI MUSEVE

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Language: English and Kiswahili

CAREER OBJECTIVE

I am a loyal and trustworthy employee who can work alone or as part of a team. I am a quick to learn and willing to adapt to any job. I am a competent, loyal, hardworking employee with the ability to achieve tasks when working alone or as part of a team. I am also punctual.

EDUCATIONAL BACKGROUND.

2018-2023: Egerton University

Attained: Degree of Bachelor of Science in Economics and Statistics

2014-2017: Bukhakunga Secondary

Attained: Kenya Certificate of Secondary Education.

2004-2013: Sawawa Primary

Attained: Kenya Certificate of Primary Education.

WORK EXPERIENCE.

August 2023-December 2023: Airtel Company, Branch Kakamega

Position: Sales Representative

Duties and responsibilities

- ❖ Identified sales opportunities.
- ❖ Maintained client records.
- ❖ Sales presentations and negotiations.

March 2023-July 2023: Hipora Business Solutions EA.

Position: Loss Control Officer

Duties and responsibilities

- ❖ Double checked the stock received and dispatched.
- ❖ Documented and filed invoices and all other documents involved.
- ❖ Monitored security systems like alarms and closed-circuit cameras.

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- ❖ Identified potential thieves from customers or staff.
- ❖ Monitored and reported any person of interest to shoplift to the office concerned and security.
- ❖ Wrote and submitted detailed report at the end of each day.

Jan 2019-Oct 2020: Sawawa Secondary

Position: Teacher of Mathematics/Business Studies.

Duties and responsibilities

- ❖ Taught Mathematics and Business Studies subjects.
- ❖ Developed lesson plans.
- ❖ Timely captured student's data.

- ❖ Encouraged critical thinking and innovation among students.

Achievement

- Launched Business Club in the school.

Jan 2018-August 2018: Bukhakunga Secondary

Position: Assistant Librarian

Duties And Responsibilities.

- ❖ Assisted with receiving and recording of new receipts.
- ❖ Issuing out and any other resource.
- ❖ Maintained files of issued and returned.
- ❖ Assisted in organizing the library, planning and managing.
- ❖ Assisted in supervision of library resources.
- ❖ Assisted in descriptive analysis of library data.

Achievement

- Introduced use of library cards in issuing and return of library resources hence saving on time minimizing losses of properties.

SKILLS

- ❖ Data collection, data entry, and data analysis.
- ❖ Planning and organization.

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- ❖ Monitoring and evaluation.
- ❖ Policy making and recommendation.
- ❖ Computing skills.
- ❖ Efficient verbal and written Communication skills.
- ❖ Leadership skills.
- ❖ Attention to details.
- ❖ Team working.
- ❖ Flexible and adaptable.

ACHIEVEMENTS/AWARDS

Jan 2024-Feb 2024: Shining Hope for Community (SHOFCO)

Achieved: Certificate In Computer Packages.

Feb 2024: Shining Hope for Community

Achieved: Certificate In Employability and Entrepreneurship

Jan 2018: West Kabras Ward

Achieved: Awarded Certificate of Best Performance In KCSE

2017: Bukhakunga Secondary

Achieved: Sanitary Prefect Certificate

HOBBIES

- ❖ Meeting and socializing with new people.
- ❖ Reading inspiring and self-developmental novels, newspapers.
- ❖ Legal business deals.
- ❖ Nature exploration and adventure.

REFEREES

Mrs. Kisaka Elizabeth,

Dean of Students,

Bukhakunga Secondary

P.O Box 1613-50100, Kakamega.

Tel: +254 721 689 060.

Email: ewanjala213@gmail.com

Musi Fednand,

Senior High school Principal, Kakamega county,

P.O Box 1613-50100, Kakamega.

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