**VICTOR KANIARU NDERITU**

**P.O BOX 305-ELBURGON**

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**Personal Profile**

I am an individual geared towards the thoughts of hard work, self-motivation, discipline and responsibility. A believer in diligence, agility and a committed team player with strong values and consistent principles of life. I adapt easily in a fast-paced working environment and I interact effectively with managers and co-workers. I am seeking for a rewarding entry level position in your organization

**Career Objective**

To professionally concentrate my efforts on the delegated tasks while embracing the spirit of teamwork in order to work towards the realization of the set goals.

**Education & Professional skills Qualification**

* 2023 to date, Studied Front-end development (html, css, JavaScript) self-taught and Word press web-design.
* Driving course (2020-2021, Budget driving school), Kenyan driving license.
* Short course in building and construction (MODULE 1) 2018-2019. Thika technical training institute. (Overall results: CREDIT).
* Kenya Certificate of Secondary Education, Jomo Kenyatta high school 2012-2015, grade B plain).
* Kenya certificate of primary education, (St. Thomas Aquinas 2003-2011, grade B plain)
* Computer packages, (St. Clare’s polytechnic institute Jan April 2016),

-Exemplary good with MS Excel, MS Access, MS Word and MS PowerPoint Presentation.

**Key Skills & Competencies:**

* Teamwork
* Responsibility
* Comprehensive Decision making
* Decent Communication skills
* Trustworthiness and ethics
* Problem solving/analysis skills
* Organizational skills.

**WORK EXPERIENCE**

**SALES AND MARKETING PERSONNEL**

**SAX Exclusive Men’s Wear, (2020-2022)**

***Duties and Responsibilities***

**- Selling and Marketing Men’s wear in Nairobi.**

**- Online Marketing and public advertisement.**

**-Inventory Management and Stock monitoring.**

**-Delivery services to clientele**

**- Any other function as may be assigned from time to time by the Management.**

**March 2017:** Demonstrated skills in electoral vote identification clerk in molo constituency.

**Conferences Attended:**

* Capital Markets Authority open days
* Gender and disability mainstreaming conference.

**Achievements and Awards:**

* Participated in successful charity activities; tree-planting, community clean-ups, THIKA
* Participated in BTL’s 10km run for the Bibleless held at Nairobi primary school in order to facilitate bible translation.
* Participated in Safaricom BYOB (be your own boss) held in Thika technical grounds and gained knowledge on investment in the securities, prudent process of investment decisions and risk. management.

**STRENGTHS**

* Flexible and adaptable, able to work well individually and within a team.
* Having a creative, analytical, practical and thorough approach to resolving issues.
* High commitment to succeed and continue learning.

**LEISURE ACTIVITIES**

* Travelling, Networking and Community Development.
* Reading and watching inspirational videos and novels.
* Watching documentaries on investment, wildlife and technology.

**REFEREES**

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| --- | --- |
| MR. MICHIRE.  Thika Technical Training Institute.  Department of Civil Engineering.  P.O Box 91-01000, Thika  Telephone: 067-21931. | Mr. Mathew,  SAX exclusive mens wear manager,  Hr. department  Villa no. 1224, road 3226, block 332, mahooz, Manama.  Tel: 17822223 |
| THUO MARTIN GEORGES  BEACON ENGINEERING  FOREMAN  P.O. BOX 16448-00100 NAIROBI  CELL-0727085038  beaconeng@yahoo.com |  |