

CURRICULUM VITAE

NEEMA WAIRIMU NG'ANG'A

P.O BOX 22212-00100 NAIROBI, KENYA

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BIO DATA

GENDER: FEMALE

MARITAL STATUS: N/A

DATE OF BIRTH: 09TH MARCH 2004

PERSONAL PROFILE I am a highly motivated and results-oriented 20-year-old. I am eager to leverage my strong communication and problem-solving skills to contribute to a dynamic marketing team environment. I am a quick learner and possess excellent communication and teamwork skills. I am confident that I can quickly learn new skills and become a valuable asset to your team.

EDUCATION	2022-TO DATE	BACHELOR OF BUSINESS INFORMATION TECHNOLOGY MULTIMEDIA UNIVERSITY OF KENYA
	2018-2021	KENYA CERTIFICATE OF SECONDARY EDUCATION ATTAINED GRADE OF B (-) NAIVASHA GIRLS HIGH SCHOOL
	2016-2017	KENYA CERTIFICATE OF PRIMARY EDUCATION ATTAINED MARKS: 386 ST AGNES PRIMARY SCHOOL

PROFESSIONAL QUALIFICATIONS GRAPHICAL DESIGN AT DONE AT KAJIADO CHRISTIAN COLLEGE
CPA VOLUME 1 DONE AT THE UNITED INSTITUTE OF BUSINESS

SKILLS:

Strong academic record: High GPA, Dean's List recognition, relevant coursework.

- **Research and analytical skills:** Demonstrated ability to research topics, analyze data, and draw conclusions.

- **Project management:** Completed individual or group academic projects, demonstrating planning, execution, and time management skills.
 - **Writing and communication:** Excellent written and verbal communication skills, honed through essays, presentations, or coursework.
 - **Programming languages:** Proficiency in languages relevant to the industry (C++)
 - **Software proficiency:** Expertise in industry-standard software (Microsoft Office Suite, Adobe Creative Suite).
 - **Technical knowledge:** Understanding of specific technical concepts relevant to the job you're applying for.
 - **Communication:** Ability to clearly and concisely communicate ideas verbally and in writing.
 - **Problem-solving:** Demonstrated ability to identify problems, analyze causes, and develop effective solutions.
 - **Teamwork:** Experience working effectively in teams, collaborating on projects, and resolving conflicts constructively.
 - **Adaptability:** Ability to learn new things quickly, adjust to changing situations, and be flexible.
 - **Time management:** Excellent organizational skills and the ability to prioritize tasks and meet deadlines.
 - **Work ethic:** Strong work ethic, demonstrated by initiative, reliability, and dedication.
 - **Leadership:** Experience leading or participating in student organizations, clubs, or volunteer projects.
 - **Foreign languages:** Proficiency in a second language, valuable for global companies or positions.
 - **Customer service:** Experience interacting with customers and providing excellent service.
 - **Public speaking:** Confidence and experience presenting in front of an audience.
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WORK EXPERIENCE:

2023 NAAPRELS LIMITED

POSITION SALES ASSISTANT

RESPONSIBILITIES

➤ SELL CLOTHES TO CUSTOMERS

2022 GRINTECH COMMUNICATIONS

POSITION: ASSISTANT

RESPONSIBILITIES

- PROVIDE CUSTOMERS WITH THE SERVICES THEY NEEDED.

ADDITIONAL INFORMATION

HOBBIES AND INTERESTS

SWIMMING, SINGING, PLAYING PIANO, READING FICTION
AND NONFICTION.

REFEREES: