

CURRICULUM VITAE

Personal Details

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Marital Status	Married
Nationality	Kenyan

Career Objective:

To obtain extensive background in personnel, management, administration and employee relations where these skills will add value or greater value to help me grow professionally, technically and financially to become an effective team player and to help a successful and progressive organization expand further.

EDUCATION:

2011 – 2012

Vision college of Cake and Confectionery

Certificate in Cake and Bread Production

January 2008 – November 2009

Masinde Muliro University

Diploma in Disaster Management

January 2006 – November 2007

Masinde Muliro University

Certificate in Disaster Management

January 2005 – October 2006

Eldoret Polytechnic

Certificate In Information Technology

1998-2003

Sirakaru High School

Kenya Certificate of Secondary education

1995-1997

Sirakaru Primary

Kenya Certificate of Primary Education

PROFESSIONAL WORK EXPERIENCE:

MAY 2015 –JUNE 2018: ICT BRANCH CHAMPION- UCHUMI SUPERTMARKETS LIMITED.

Key Responsibilities

- Keeping track of all IT related Inventory and maintenance of the same
- Managing system operations and running necessary procedures (EOD, Cashier Locking Antivirus updates Backups)
- Informing and advising Manager on all IT issues and seeking approval on IT support issues.
- Ensuring system security and securing the server.
- Carrying out system maintenance and reporting any deviations for action
- Coordinate data capture during stock take
- Price discrepancies reporting to category management
- Updates on promotions
- Reporting of items not in the system to item master and general merchandise.

MAY 2014 – MAY 2015: ICT SUPPORT ASSISTANT-UCHUMI SUPERTMARKETS LIMITED.

Key Responsibilities

- Keeping track of all IT related Inventory and maintenance of the same
- Managing system operations and running necessary procedures (EOD, Cashier Locking Antivirus updates Backups)
- Informing and advising Manager on all IT issues and seeking approval on IT support issues.
- Ensuring system security and securing the server.
- Carrying out system maintenance and reporting any deviations for action
- Coordinate data capture during stock take
- Price discrepancies reporting to category management
- Updates on promotions
- Reporting of items not in the system to item master and general merchandise.

OCTOBER 2011 – MAY 2014: BAKERY ASSISTANT-UCHUMI SUPERMARKETS LIMITED

Key Responsibilities

- Bread production
- Cake baking
- Cake decoration
- Selling

- Executing orders other Uchumi branches and corporate.
- Making and sending orders to Suppliers of Bakery Products.

APRIL 2008 – SEPTEMBER 2009: FIELD OFFICER- HABITAT FOR HUMANITY KENYA.

Industrial Attachment:

Key Responsibilities

- Field work.
- Debt collection
- Financial data keeping
- Facilitating and Educating groups in the region
- Creating awareness on common possible Disaster.

KEY QUALIFICATIONS:

I hold;

- Diploma in Disaster Management from **Masinde Muliro University of science and Technology.**
- Certificate in Disaster Management from **Masinde Muliro University of science and Technology.**
- Certificate in Information Technology from **Eldoret Polytechnic**
- Certificate in Bread production and Cake Confectionary from **Vision College of bread and Cake Confectionary.**

SUMMARY

Education

Institution	Dates	Qualification
Vision College	2011 – 2012	Certificate in Bread and Cake Confectionary
Masinde Muliro University	January 2008 – November 2009	Diploma in Disaster Management
Masinde Muliro University	April 2006 – November 2007	Certificate in Disaster Management
Eldoret Polytechnic	September 2005 – August 2006	Certificate in Information Technology
Sirakaru High School	January 1998 – November 2003	KCSE
Sirakaru Primary School	January 1994 – November 1997	KCPE

Employment Record Summary

Dates	Employing Organisation	Position Held	Location of Assignment
May 2015–June 2018	UCHUMI SUPERTMARKETS LIMITED	ICT BRANCH CHAMPION	Nairobi- Kenya
May 2014–May 2015	UCHUMI SUPERTMARKETS LIMITED	ICT SUPPORT ASSISTANT	Nairobi- Kenya
October 2011–May 2014	UCHUMI SUPERMARKETS LIMITED	BAKERY ASSISTANT	Nairobi – Kenya
January 2010-August 2010	AMEDO CENTRE	SALES REPRESENTATIVE/DEBT COLLECTOR	NYAHURURU-NYANDARUA NORTH
April 2008 – September 2009	HABITAT FOR HUMANITY KENYA	FIELD OFFICER Industrial Attachment	Bungoma – Kenya

Languages

Language	Proficiency in		
	Speaking	Reading	Writing
English	Good	Good	Good
Kiswahili	Excellent	Excellent	Excellent

PROFESSIONAL WORKSHOPS ATTENDED:

- March 2014-Customer Delight Training-Uchumi Head Office.
- March 2013-Customer Delight Training-Uchumi Head Office.

- May, 2008-Cluster Meeting on resettling the post-election violent victims organized by government of Kenya and UN in Nairobi.
- 2010- Voluntary service workshop and Malaria campaign organized by government and Kenya Red cross Society in Bungoma.
- 2009 August- Habitat for Humanity Kenya Annual General meeting.
- 2010 May-Volunteer work(Relief food distribution in Mount Elgon

MEMBERSHIPS AND CLUBS:

- Masinde Muliro University- Kenya Red cross society Member
- Disaster Management and Humanitarian assistance Member.
- Football Team Captain
- House Captain
- Science Club member

REFEREES:

Mr. Gabriel Nyoike

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