

# LEON MURIUKI

## MORE ABOUT LEON

Leon embodies motivation, dedication, and ambition, excelling in both collaborative team environments and independent settings. He eagerly embraces new challenges, demonstrates attentive listening and exceptional interpersonal abilities.

## CONTACT DETAILS

- Phone number: 0712719813
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- LinkedIn - [https://www.linkedin.com/in/leon-muriuki-b28a67209?lipi=urn%3Ali%3Apage%3Ad\\_flagship3\\_profile\\_view\\_base\\_contact\\_details%3B1y%2FZ5iBAQLGwI%2FzAvi4%2F4A%3D%3D](https://www.linkedin.com/in/leon-muriuki-b28a67209?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3B1y%2FZ5iBAQLGwI%2FzAvi4%2F4A%3D%3D)

## HOBBIES

Leon enjoys long walks and hiking, is passionate about sports like football and rugby, enjoys novels with genres related to fantasy and crime investigations, enjoys cooking and making web applications

## SKILLS AND ABILITIES

- Strong ability to deliver exceptional service to stakeholders, ensuring their needs are met effectively and fostering positive relationships.
- Demonstrates unwavering integrity and ethical conduct in all interactions, maintaining trust and credibility with colleagues and partners.
- Proficient in managing multiple projects simultaneously, coordinating timelines, resources, and stakeholders to ensure successful program delivery.
- Collaborates effectively with diverse teams, leveraging collective strengths and expertise to achieve common goals and objectives.
- Exhibits strong interpersonal communication skills, adept at conveying ideas, facilitating discussions, and building consensus among stakeholders.

## EDUCATION

### UNDERGRADUATE

#### STRATHMORE UNIVERSITY

##### Bachelor of Commerce

Jun 2017 - Sep 2021

Leon obtained his degree in Bachelor of Commerce at Strathmore University majoring in Management Science which encompasses supply chain management, project management and business statistics. Leon also minored in Human Resource Management.

### SECONDARY

#### CONSOLATA SCHOOL

Jan 2013 - Nov 2016

Leon completed his high school studies at Consolata School where he studied English, Mathematics, Kiswahili, Chemistry, Biology, Physics, Geography and Business Studies.

### SHORT COURSES

#### MORINGA SCHOOL

##### Software Engineering

Sep 2023 - May 2024

Leon completed a certificate in software engineering at Moringa School majoring in full stack development where he studied various computer languages such as HTML, CSS, JavaScript, React and Python



## **EXPERIENCE**

### **Business Development Associate ISBI (Institute for Small Business Initiatives) June 2022- Current**

In his versatile role at ISBI, Leon seamlessly blends program coordination with sales responsibilities, ensuring holistic support to the organization's mission:

- Leon spearheads lead generation efforts by actively reaching out to potential clients, articulating ISBI's entrepreneurship programs, and meticulously recording their profiles in a CRM system.
- He supports the business development team in orchestrating entrepreneurship events, from conceptualization to execution, including open sessions, workshops, and exhibitions, fostering a vibrant entrepreneurial ecosystem.
- Leon cultivates and maintains client relationships, driving account retention and expansion.
- He actively participates in curriculum development and improvement for new and existing programs by facilitating regular feedback sessions with participants and lecturers, and conducting research.
- Leon coordinates classes through administrative roles; meticulously sourcing learning materials from reputable suppliers, arranging suitable venues, and catering to participants' needs for a seamless learning experience.
- Proactively, he identifies strategic partners to enhance marketing efforts and expand the organization's reach.

### **Business Development Associate Citizen Trading Company Ltd May 2021- May 2022**

During his tenure at Citizen Trading Company Ltd, Leon took on diverse responsibilities beyond sales, showcasing his versatility and commitment to operational excellence:

- Managed inventory effectively, ensuring optimal stock levels to meet anticipated sales forecasts.
- Played a proactive role in accounting procedures, assisting in financial documentation and reporting.
- Overcame objections through compelling product demonstrations and persuasive communication, enhancing customer engagement and satisfaction.
- Cultivated and nurtured robust customer relationships through strategic cold calls, engaging presentations, and efficient lead management.
- Supported sales initiatives by crafting comprehensive strategies, detailed proposals, and accurate sales forecasts.

### **Sales Representative Biz4d (Business for Development) Feb 2021 - April 2021**

Leon performed various roles at Biz4d such as:

- Cold calling clients to sell mentorship programs, partnership licenses and mentorship enhancing apps.
- Researching on ways to enhance lead management.

## **INTERNSHIPS**

### **Banker Rafiki Microfinance Bank Nov 2019 - Jan 2020**

Leon completed a 3-month internship at Rafiki Microfinance Bank Biashara street branch. There, he worked in customer service department aiding clients in opening bank accounts and in the credit department preparing and issuing bid and performance bonds

## **COMMUNITY SERVICE**

### **Assistant Teacher C.I.T.A.M Schools Woodley Academy Jan 2018 - Mar 2018**

Leon gave back to the community by performing certain roles at C.I.T.A.M Schools Woodley Academy. These roles included: marking of various examinations, entering of data into the school records and digital databases, assisting in coordinating school events such as games time, school elections and the annual swimming gala, light manual work such as assisting the caretaker in arranging stores and moving items and conducting short teaching sessions

## **REFERENCES**

- Olive Kirigo (Business Development Manager at ISBI (Institute for Small Business Initiatives)) - 0722272394 (olive.kirigo@isbi-kenya.org)
- Brian Wasike (Operations Manager at ISBI (Institute for Small Business Initiatives)) - 0707271158 (brian.wasike@isbi-kenya.org)
- Nehema Mburuki (Marketing Lead at ISBI (Institute for Small Business Initiatives)) - 0717978634 (nehema@isbi-kenya.org)
- Anne Njoki (Managing Director at Citizen Trading Company Limited) - 0722805483.
- Eleonore Wall (CEO of Biz4d(Business for Development)) - EleonoreWall81@gmail.com.
- Valentine Mwangi (Rafiki Microfinance Service Delivery Manager Biashara Street Branch)- 0711073405/0721923965
- Kenneth Muriithi (Rafiki Microfinance Credit Manager Biashara Street Branch) - 0728547368
- Stanley Musyoka (Headteacher of C.I.T.A.M Schools Woodley Academy Ngong Road)- 0710250419