

# **CURRICULUM VITAE**

## **PERSONAL DETAILS:**

<b>Name;</b>	<b>Fred Maina Njathi.</b>
<b>Date of Birth;</b>	<b>11<sup>th</sup> August 1986</b>
<b>Nationality;</b>	<b>Kenyan</b>
<b>Marital Status;</b>	<b>Married</b>
<b>Sex;</b>	<b>Male</b>
<b>Language Spoken;</b>	<b>English, Swahili, Fair in French.</b>
<b>Telephone Contacts;</b>	<b>0723258808, 0716671897.</b>
<b>Email address;</b>	<b><a href="mailto:njathifredmaina@yahoo.com">njathifredmaina@yahoo.com</a>.</b>
<b>Address;</b>	<b>45531- 00100 Nairobi.</b>

## **CAREER ASPIRATION:**

To pursue an active career in legal studies and be a vibrant businessman. I am also very much interested in real estate business and I believe it is the best investment since it appreciates with time.

## **OBJECTIVE:**

It is my objective to contribute strong marketing, financial, administrative managerial skills and experience to your organization in my capacity.

## **PERSONALITY PROFILE:**

An assiduous and results driven person who has over the years acquired the marketing, financial and managerial know-how of the business environment. I am also a creative problem solver capable of anticipating and taking initiative and who has sound planning and organizational capabilities. My time in university in Uganda has helped interact with individuals from various backgrounds thereby giving me a multicultural perspective on various issues.

An outgoing Business Development Associate who is able to easily create networks of new potential business contacts.

**SUMMARY OF SKILLS:**

- Customer service skills, negotiating and influencing skills, teamwork skills (work well with others) and proven leadership and human managerial skills.
- Planning skills, rapid adaptability to new problem solving techniques.
- Organizational and time management skills.
- Very strong computer skills.

**CORE QUALIFICATIONS:**

- Executive team leadership
- Client/Vendor relations
- Market analysis
- Sales management
- Staff training and development
- Customer relations
- Process improvements

**ACADEMIC/ PROFESSIONAL QUALIFICATION;**

September 2012 – December 2018; **Master of Laws at Nairobi University.**

October 2007 – September 2011; **Bachelor of Laws (Second Class Upper Division)  
BUSOGA UNIVERSITY**

May 2005 – May 2007; **Diploma in Law (Credit)  
Kenya School of Professional Studies {Present  
Inorero University}**

November 2004 – April 2005; **Computer Applications  
(Life Care Computer College)  
Certificate in Information Technology from  
Institute of Advanced Technology. (IAT)**

February 2001 – November 2004; **Jamhuri High School**

January 1993 – November 2000; **Ngong Forest Primary School  
K.C.P.E Marks 422.**

## **RELEVANT EXPERIENCE:**

January 2019 – To Date;

**Cable Car Corporation**  
**(General Manager)**

- Administer daily operations to ensure policies are adhered to and understood by all the staff.
- Successfully increase employee retention by creating a positive work environment.

16<sup>th</sup> September 2015 – December 2018;

**Power Governors Limited**  
**(Regional Manager)**

- Administered daily operations to ensure policies were adhered to and understood by all the staff.
- Successfully increased employee retention by creating a positive work environment.
- Oversaw opening/closing operations for a 12 million annual revenue store in compliance with current company policies/ procedures.
- Managed to increase sales and revenues of all products.
- Managed to increase the number of new clients and maintenance of existing clients.
- Managed to increase involvement of branch staff in marketing.
- Managed to do a market research and analysis leading to increase in revenue.
- Expert at establishing effective cold calling protocols.
- Reliable employee who meets sales quotas and takes sales goals very seriously.
- Developed business development plans with marketing that helped to expand marketing exposure.

1<sup>st</sup> May 2015 – 15<sup>th</sup> September 2015;

**Power Governors Limited**  
**(Sales Executive)**

- Managed to increase sales and revenues of tracking devices.
- Managed to increase the number of new clients and maintenance of existing clients.
- Market analysis.
- Effective at collecting new leads.
- Helped the marketing group to open up large customer bases in several new markets.

1<sup>st</sup> August 2013 – December 2013;

**Njoroge Regeru & Co. Advocates  
(Internship)**

From 1<sup>st</sup> August 2013 to 20<sup>th</sup> December 2013, as a legal intern in Njoroge Regeru & Co. Advocates I was in charge of drafting legal documents, research, litigation, conveyance, white collar litigation and writing various International Law Organization (ILO) Articles. Reviewed administrative record in employment discrimination based on disability case to determine strength of potential appeal. Researched issues including elements of gender and age discrimination claim of de novo appeal. Observed trials, appellate argument, and pre-trial hearings. These mentored me and allowed me the opportunity to get immense exposure on how to carry out my duties and fulfill my responsibilities at the organization with minimal or no supervision.

1<sup>st</sup> September 2006 – December 2006;

**Mohammed Muigai Advocates  
(Attachment)**

From 1<sup>st</sup> of September 2006 to 23<sup>rd</sup> of December, as a legal assistant intern in Mohammed Muigai Advocates I was part of the team in charge of registration of companies, paying land rates, filing of cases and drafting of legal documents.

### **LEADERSHIP SKILLS:**

**Chairman Busoga GEMA Society;**

**February 2011- September 2011.**

**Council of Elder GEMA Society;**

**January 2009- January 2011.**

From 1<sup>st</sup> of January 2011 to September 2011, as Chair of Busoga GEMA Society I planned and coordinated the campaign activities. Formulated and implemented budgets, drew up marketing plans and outlined specific activities to publicize events like Drug Awareness Campaign (DAC) while ensuring that the committee participated in pro bono activities like advising the local community on their legal rights. I managed to coordinate various teams to achieve the set goals. I built tactical plans to rapidly implement the overall objectives.

### **COMMUNITY ACTIVITIES:**

**(September 2010 – January 2011)** I had the pleasure of dedicating over 130 hours to interact with and work for destitute people in Uganda.

### **PUBLICATIONS:**

Published ILO JOURNAL: “Court throws out election petitions where unqualified advocate acts” January 14 2014.

### **HOBBIES:**

- Hockey
- Socializing
- Playing Golf
- Traveling
- Reading

### **REFEREES:**

**Karen Muchina**  
**Karblix Investments Ltd.**  
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**NAIROBI**  
**Tel. Nos. 211135/ 0722782823**

**Wamuyu Kambo**  
**Deputy Vice Chancellor**  
**Inorero University.**  
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**Accountant.**  
**Thammo holdings Ltd.**  
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