

## CURRICULUM VITAE – DEN PETERS NGOTHO GATHITU

### Personal Details

**Name** : Den Peters Ngotho Gathitu  
**Postal Address** : P. O. Box 18582 - 00100, Nairobi  
**Nationality** : Kenyan  
**ID Number** : 20540515  
**Telephone** : 0722902525  
**E-mail** : [dengathitu@gmail.com](mailto:dengathitu@gmail.com)  
**Marital Status** : Married  
**Date of Birth** : 23<sup>rd</sup> July, 1978  
**Languages** : English and Kiswahili

### Career Objective

To be a result oriented Human Resources Management Professional with excellent industrial relations and human resource management skills by working with institutions that provide good working environment, broad range of career opportunities and resources.

### Educational Background

Year	Institution	Qualifications
2018- ongoing	College of Human Resource Management	Certified Human Resource Professional (CHRP)
2016-2016	African Nazarene University	Environmental Impact Assessment & Environmental Audit
2004 – 2005	Kenya Institute of Management	Diploma in Human Resource Management
1998 – 2002	Moi University	Bachelor of Education (Mathematics and Economics)
1993 – 1996	Nyahururu Boys High School	Kenya Certificate of Secondary Education (B+)

### Membership to Professional Bodies

Duration	Memberships / Certification	Body
Since 2013	Member	Institute of Human Resource Management

### Work Experience

Year	Employer	Job Title
July, 2012 to Date	Nairobi City Water and Sewerage Company Ltd (NCWSC)	HR & Admin. Coordinator
Jan, 2007 – July, 2012	Nairobi City Water and Sewerage Company Ltd (NCWSC)	Industrial Relations Officer
Jan, 2003 – Dec, 2006	Union of Kenya Civil Servants (UKCS)	Senior HR & Research Officer

## Broad Function

Coordinate the HR function in the organization and ensure proper maintenance of the company's premises, office equipment, Vehicles and machinery are used efficiently for provision of office support services.

## Primary Duties/Responsibilities

- ✓ Ensure office equipment and machines are in working conditions and are used according to laid down procedures.
- ✓ Supervise the maintenance of the Company's furniture, office equipment and machinery.
- ✓ Ensure all departments have the right numbers of support staff – Secretaries and cleaners.
- ✓ Ensure health and safety regulations are adhered to and make recommendations.
- ✓ Access all drivers' capabilities and recommend training to ensure accurate and efficient driving practices.
- ✓ To maintain a database of all the Company vehicles.
- ✓ Submit weekly a monthly analysis of fuel consumption per vehicle to ALM.
- ✓ Manage daily process of fueling and movement of vehicles.
- ✓ Responsible for developing and controlling the absenteeism/leave records and reports.
- ✓ Provide advice on issues regarding temporary contracts of employment and monthly expiry of the same.
- ✓ Review all HR documentation ensuring they are up to date and information is consistent with current HR policies.
- ✓ Advice and support management and staff on HR matters.
- ✓ To manage weekly transport system in order to come up with vehicle distribution and planning to satisfy requests.

## Summary Key Strengths

- ✓ Over **15** years' experience in education, research, HR and industrial relations;
- ✓ Excellent interpersonal and communication skills;
- ✓ Ability to work under pressure with minimum or no supervision;
- ✓ Ability to provide service and leadership to diverse clients;
- ✓ Tactful, a team player, flexible and quick to learn;
- ✓ Excellent analytical and negotiating skills;
- ✓ Good working knowledge of general office management;

## Interests

- ✓ Traveling, socializing and Playing handball;
- ✓ Social welfare, community development, reading novels;
- ✓ Reading novels, watching motivational movies

## Referees

1. Titus Tuitoek,  
Human Resource Manager,  
Nairobi City Water and Sewerage Company Limited,  
P. O. Box 30656 – 00100, Nairobi  
Tel: +254 0713133913
2. Mr. John Onyango Lesso,  
Principal Legal Officer,  
Union of Kenya Civil Servants,  
P. O. Box 48083 - 00100, Nairobi  
Tel: +254 722 119 209
3. Catherine Muthoni Wamwangi  
Human Resource Manager  
Robert Bosch East Africa Limited  
P.O. Box 71672-00622, Nairobi, Kenya,  
Tel: +254-(0)722-762481 or +254-(0)733-747781  
Email: Catherine.wamwangi@yahoo.com



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# MOI UNIVERSITY

Upon the recommendation of Senate  
and on authority of the Council  
hereby confers upon

*Ngotho D. D. Gathitu*

the degree of

**Bachelor of Education**  
**( Arts )**

*Second Class Honours (Lower Division)*

with all the rights and privileges  
thereunto appertaining in witness whereof  
we have hereunto affixed our signatures  
and the seal of the University

on the *11<sup>th</sup>* day of *October* 20*02*

*[Signature]*

VICE-CHANCELLOR

*[Signature]*





No. JKU/ETC/Msa/00898



**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**  
**Executive Training Center (Mombasa Campus)**

# *Certificate of Merit*

*This is to certify that*

**DEN PETERS NGOTHO GATHITU**

*has successfully completed a course in*

**Occupational Safe Health and Environment**

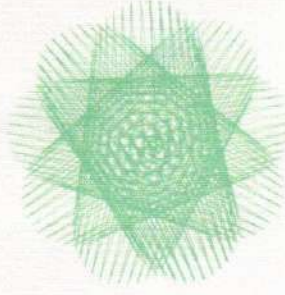
*covered from 18th February - 23rd February, 2013 at JKUAT Executive Training Center, Mombasa*

Director

(JKUAT Mombasa Campus)

Deputy Vice Chancellor  
(Academic Affairs)

Vice Chancellor





No. 111371



**THE KENYA INSTITUTE OF MANAGEMENT**

*This is to certify that*

**Gathitu Den Peters Ngotho**

*having completed the prescribed course of study and  
passed the required examinations  
has been awarded*

**Diploma in Human Resource  
Management**

*Given under the Common Seal of*

**THE KENYA INSTITUTE OF MANAGEMENT**

*This* 15th *day of* September *Year* 2015

Director, KIM School of Management

Permitting Director, KIM







**AFRICA NAZARENE**  
UNIVERSITY

This is to certify that

*Den Peters Ngotho Gathitu*

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Having satisfied the requirements  
of the NEMA approved curriculum in  
**Environmental Impact Assessment  
and Environmental Audit**  
Was awarded this certificate in APRIL 2016

*Mwangi*  
Vice - Chancellor

*John Kimani*  
Registrar



**JAMHURI YA KENYA**  **REPUBLIC OF KENYA**

SERIAL NUMBER: 237735287 ID NUMBER: 20540515

FULL NAMES  
**DEN PETERS NGO THO GATHITU**

DATE OF BIRTH  
**01. 01. 1978**

SEX  
**MALE**


DISTRICT OF BIRTH  
**NYANDARUA NORTH**

PLACE OF ISSUE  
**KASARANI**

DATE OF ISSUE  
**27. 02. 2015**

HOLDER'S SIGN  



DISTRICT  
**NYANDARUA 'CEN'**

DIVISION  
**KAIMBAGA**

LOCATION  
**GICHUNGO**

SUB-LOCATION  
**KAIMBAGA**

PRINCIPAL REGISTRAR'S SIGN  **T0180543473**

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DEN<PETERS<NGO THO<GATHITU<<<<<