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| **PIUS CHARAGU IRUNGU** P.O Box 79- 10205, MARAGUA  Tel: 0728538766/ 0757716812 Email:piuscharagu@gmail.com | | | |
| **Bio Data** | **Gender:** Male  **Marital Status:** Single  **Date Of Birth:** 29th June1994  **Nationality:** Kenyan  **Religion:** Christian (Sabbath Keeper)  **Languages:** Kiswahili, English | | |
| **Personal Profile** | I am a responsible, intelligent and an innovative team player who can take the initiative of pushing the frontiers of any evolved/evolving business firm. I am a passionate go getter committed to working in a challenging and motivating environment which offers opportunities for advancement and rewards effort through merit and hard work so as to shape the future of the organization. | | |
| **Education** | **2020- TODATE** | **DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**  BSC. Civil Engineering | |
| **2015-2019** | **SOUTH EASTERN KENYA UNIVERSITY**  BSC. Meteorology. | |
| **JAN-JULY 2015** | **CAPYEI**  Entrepreneurship &Customer Relation and Sales(certificate) | |
| **2011-2013** | **Kenya Certificate of Secondary Education**  Kiarithaini Boys High School. | |
|  | **2000-2010** | **Kenya Certificate of Primary Education**  Maragua Primary School. | |
| **Skills / Abilities** | * **Analytical and problem solving:** I have the ability to visualize, solve complicate problems in the best way and make accurate and informed decisions. Ability to compile, verifies, analyze, interpret and disseminate critical data. * **Team work:** Able to understand team dynamics and find ways to bring disparate personalities together and make the team work. * **Communication skills:** Oral - Able to listen to and understand information and ideas presented through spoken words and sentences; the ability to communicate information and ideas in speaking so others will understand; Written- the ability to communicate information and ideas in writing so others will understand. * **Computer competence:** I have strong keyboarding skills and the ability to use a variety of computer software such as word processing, presentations, spreadsheets, desk-top etc. * Proven track record in customer service like managing front desk operations, processing sales order and communicating reliable information to customers. * Ability to maintain good relationship with customers. | | |
| **Personal Objective** | I aim to attain and maintain high standards of professionalism, integrity and ethics in my profession to enhance its practice in all organizations. I additionally aim to develop a career in a challenging environment, an opportunity to learn, advance and grow as an individual with ability to handle different responsibilities with minimum supervision | | |
| **Working Experience** | **July 2019-To date** | | **PMC Construction** |  |
| **Region: Nyeri (Kenya)**  **Worked as: Marketing Assistant**  **Responsibilities**   * Distribution of construction materials. * Posting and filling of receipt of customers. * Maintenance of cash book and entries to general ledger. * Invoicing of client customers. * Marketing of construction machineries and materials. | | |  |
| **May 2018- July 2018** | | **KENYA METEOROLOGICAL DEPARTMENT.** |  |
| **Region:** Nairobi (Kenya)  **Worked As:** Attaché  **Responsibilities:**   * Data extraction from internet/ from outstations in a computer. * Preparation of temperature and rainfall maps using arch view software. * Hourly data observations. * Assisting in preparation of daily forecast. * Coding of the observed data into the Synop and Metar register and transmission of the same to both NMC and Communication Sections. * Upper air observations using Radio-Sonde Technology. * Briefing of the visiting students about observatory/ Radio-Sonde Division. * Drawing of tephigrams and filling Meteograms. * Filing of climatological returns in the relevant forms. * Coding of the observed data into the table-driven codes form (TDCF) i.e. crex. | | |  |
| **January 2013 – February 2014** | | **FRUIT GROWERS FARM.** |
| Region: Murang’a (Kenya)  Worked As : Assistance Manager  Responsibilities:   * Supervision of both daily and monthly workers. * Budgeting of monthly farm expenses. * Ledger maintenance. * Prepares payment by verifying documentation and requesting disbursements. * Preparation of Financial statements. * Petty cash management using the imprest system * Ensuring all monthly bills are paid promptly * General administration i.e. filing (hard and soft copies), photocopying, answering the telephone. * Office support e.g.: postal distribution and stationery ordering. * Reception duties - welcome visitors, undertake induction and fire procedures, organize meetings, ensuring all guests internal and external to the office are looked after in a competent and customer service focused manner. * Solving of workers minor issues. | | |
|  | **January 2013- September 2013 CLEAN EXTREME CARPET AND CAR WASH.** | | |
| **Region :** Nairobi (Kenya)  **Worked As :** Attendant  **Responsibilities:**   * Cleaning of carpets and cars. * Delivering of carpets to the customer’s residence. * Accounting to daily income. * Provision of goodies to customers e.g. fruits. * Receiving and processing all expenses forms and request for payment. * Managing petty cash transaction. | | |
| **Additional Information** | **Hobbies**   * Reading and researching * Watching documentaries * Playing football and rugby * Jogging | | |
| **Referees** | **Eng. Paul Mwangi**  Engineer, PMC Construction.  Nyeri County.  Cell phone 0723566397/0782140920  **Mr. Paul Kanyiri**  Manager,  Clean Extreme carpet and Car Wash,  Cell phone 0722370558  **Dr. Noah Kerandi**  Chairman,  Department of Meteorology,  South Eastern Kenya University,  Telephone Number: 0720901001 | | |