**CV No 1943898**

**Resume**

Personal Information

Name : Kiminda John Kung’u

Sex : Male

Nationality : Kenyan

Age : 24 Years

Languages : English, Swahili

Visa : Visit visa

Career Objective

As a committed and well-motivated young person, I aspire to hold a position where I will be able to deliver quality service and support my employer’s vision. I am keen to find a position with an ambitious organization where I will be able to develop my abilities.

Mission

I am currently looking for an interesting opportunity in an organization where I can utilize the already acquired knowledge and skills.

Work Experience

May 2015 – October 2016:

**Position: Senior Supervisor**

For the 18 months, I worked as a senior supervisor for Uniqway Services Ltd. I was based at the factory headquarters of ‘Fresh An Juici Ltd’, a regional fresh fruits and vegetables supplier.

Duties

* Supervising the sorting and value addition of fresh fruits and vegetables for sale at Nakumatt Supermarket outlets.
* Ensure employees have appropriate goals and provide employees performance feedback.
* Ensure new employees are oriented to the organization, policies and facilities.
* Manage daily stock records and their proper filing.
* Ensure monthly health insurance and retirement benefits payment for employees.

Oct 2013 – March 2015: SKICON GENERAL HARDWARE, KENYA

**Position: Office Administrator**

I worked at the hardware store for 1½ years as a office administrator.

Duties

* Coordinate office activities and operations and ensure compliance to company policies.
* Proper bookkeeping and mentoring office assistants.
* Managing phone calls, agendas and appointments.
* Track stocks of office supplies and place orders when necessary.

Key Skills and Competencies

* Able to plan and organize tasks effectively.
* Flexible with working hours and having good interpersonal skills.
* Ability to work with minimum supervision in a work environment.

Hobbies and Interests

Reading journals especially on international affairs and watching documentaries on scientific research. I also have an interest in sports especially hard-court tennis and triple jump.

Personal Skills

Skills possessed that are helpful in service delivery include;

* Computer savvy
* Detail focused
* Time management

Education Background

May 2015 – Present: UNIVERSITY OF NAIROBI

**Diploma in Project Planning and Management.**

Courses undertaken include fundamentals of project planning, project planning and control, project risk management, communications management, procurement management, project monitoring and evaluation.

Apr2013 – Sept 2013: UNIVERSITY OF NAIROBI

**Certificate in Information Technology Enabled Services and Business Process Outsourcing (ITES-BPO)**

Courses undertaken include; business communication skills, cross-cultural communication in business, PC and networking fundamentals, internet and e-communication, keyboarding skills and listening-speaking skills.

May 2010– Mar 2013: UNIVERSITY OF NAIROBI

**Bachelor of Economics and Statistics (Second Class Honors)**

Jan 2006 - Nov 2009: KANUNGA HIGH SCHOOL

**Kenya Certificate of Secondary Education (Grade C+)**

Other Qualifications

Dec 2009 – Feb 2010*:* LIIT COLLEGE, KENYA

**Certificate in computer studies**

I undertook basic computer training in form of packages. These packages include; MS Office Word, Access, Excel, PowerPoint, Publisher, Internet and E-mail.

Mar 2010: WA-JIMMY DRIVING SCHOOL, KENYA

**Driving lessons, driving license**

Referees: Available upon request

|  |
| --- |
| **Kiminda John Kung’u – CV No 1943898**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |