CURRICULUM VITAE

**JULIUS**

**JULIUS.343300@2freemail.com**

# CAREER ASPIRATION

To work within organisational policy framework and aspire for an efficient management system that will satisfy both internal and external customers. This is through adoption of the most cost-effective management practices.

#### PROFESSIONAL STRENGTHS

* High proficiency in computer skills.
* Excellent organisation skills and highly confidential.
* Focused team player and \a fast learner.
* Ability to interact with people from different cultural background.
* Keen on detail and proactive with high commitment, honesty and sincerity.
* Flexible, adherence to deadlines and able to deliver under pressure
* Excellent written and verbal communication skills.

##### ACADEMIC AND PROFESSIONAL QUALIFICATIONS

**2011 to 2013**: **Advance Diploma in Information Technology**

*Nairobi Institute of Business Studies, Main Campus*

**Apr – May 2012: Heavy Commercial Vehicles Driving Licence**

*AA Driving School Nairobi*

**Jan – Feb 2011**: **Certificate in *Computer Operations***

*Inforidge College*

**2008 – 2011**: **Kenya Certificate of Secondary Education**

*Kagwathi Secondary School*

**2000 – 2007**:**Kenya Certificate of Primary Education**

*Karura Primary School*

##### WORK EXPERIENCE

**August 2015 – November 2016: Transport /Administration Officer, Njerika Groceries**

**Responsibilities:**

* Organising and creating the duty rota
* Delivering goods to consumers
* Providing invoices
* Managing salaries
* Putting tenders forward for contracts
* Supervising staff in absence of the manager

**August 2014 - July 2015: Office Assistant [driver],** **J.K. Njoroge and Associates**

**Responsibilities:**

* Delivering management letters.
* Proper filling of audit files.
* Performing stock take for different organizations.
* Maintaining proper books of accounts and preparing financial statements and management accounts for different companies using MS-excel.
* Training people stock taking and data collection.

**August 2013 – July 2014: Intern Transport Supervisor, AWAS Enterprises Ltd**

**Responsibilities:**

* Maintaining, Programming the transport department.
* Networking, liaising and collaboration of district and regional stakeholders like CDF committee, AMREF, Gulf Bank.
* Represented the office in all the Trainings, Civil Education and consultative meetings.
* Assist in facilitating meetings/workshops/conferences/training of all concerned groups.
* Facilitation and management of field work.
* Supervising night shifts staff.

##### INTERESTS AND HOBBIES

Swimming, Travelling, Socializing and playing football.

Exchanging ideas and getting to learn new things.

Participating in activities geared towards attaining my goals.

##### REFEREES

Upon Request.