

PERSONAL PROFILE

MATTHEW

AGE: 30YEARS

NATIONALITY: KENYAN

STATUS: SINGLE

LANGUAGES: English & Kiswahili (good written and spoken)

C/o-MOBILE: + 971502360357

EMAIL: [mathew.345328@2freemail.com](mailto:mathew.345328@2freemail.com)

SKILLS SUMMARY

• Good sales and marketing skills from from Coke-Cola & Safaricom Ltd

Hands on experience in object-oriented design and programming

• Attention to details to meet my daily sales targets

• Excellent interpersonal communication skills with good command in English & Kiswahili b

PROFFESSIONAL WORKING EXPERIENCE

**Feb 2013 up-to-date** Engineering Automations Center Ltd

**Duties**

Marketing and installation of POS online and offline system to new clients in Nairobi & Kiambu and Mt.Kenya region.

Doing on job skills training at Safaricom Customer Care center Nyeri

Outsourcing I.C.T skills to my clients around Nairobi.

**2011Nov-2012Feb:** worked at Knight Frank Ltd

**Duties**

Sales and marketing department for westgate shopping mall customers

And doing after sales services like giving them gift hampers

**2010Nov-july2011:** Contract with Coke-Cola Rift-Valley Bottlers Ltd Eldoret a contract with My-it-provider ltd software development company Nairobi.

**Duties :**

• Installation of mobile P.O.S software on each distributor’s cell phones and training them how to enter sales on both the mobiles and desktop computers.

• Data entry for various coke-cola clients for every distributor

• Creating personal accounts on the server side for all coke – cola distributors 2010Nov-Feb World Hope International Nairobi.

**Duties:** Network Installation and marketing to surrounding clients and environs

2009-2010 Platinum Tours & Car hire and Fairview Car hire

Part time upholstery

2006Nov-2009 contract at the NSSF HQ

**Duties:**

Doing marketing with the Public Relations Manager

Office renovation, filing and other messengarial duties.

**Duties:**

Production and biscuit packaging & storage

Packaging and storage at the warehouse

**2005-2006** Nation Media Group & Standard Group as a Sales executive

PROFFESSIONAL ACADEMIC BACKGROUND

2009-2010 Diploma in ICT at Institute of Advanced Technology

**Courses covered**

* Web-Design 1 & 2 using Macromedia-MX & Flash.
* Programming using java,
* Visual-Basic 6.0, VB.net,
* MySQl, ASP.Net,
* System analysis & design,
* Entrepreneurship,
* Marketing,
* Basic Accounting principles,
* Human resource& business administration.
* A+ (User Support Professional)
* N+ (Network Support Specialist)
* International Computer Driving License 1 & 2

**2005Jan**: trained with X.S Marketing on sales and marketing

**2000-2004:** Ithanga Secondary School

**Merit (K.C.S.E.)**

**1992- 2000:** Kyaume Primary School – Kenya Certificate of Secondary

**Merit (K.C.P.E)**

HOBBIES

• surfing

• socializing with comrades

• Reading books

• Watching safari rally

• Listening to Music