 CURRICULUM VITAE

## PERSONAL DATA

Name : Robert

Robert.332289@2freemail.com

Date of Birth : 13TH April 1980

Sex : Male

Marital Status : Married

Nationality : Kenyan

## CAREER ASPIRATION

I look forward to gaining experience, knowledge, competence and expertise in a challenging working environment, making any organization work for the leading force in the industry.

## ATTRIBUTES

Hard working, honest, flexible, aggressive, result oriented, capable of working under minimal supervision and can work either in an independent capacity or in team.

## WORKING EXPERIENCE

**APR 2017 – UP TO DATE : EMRILL INTERGRATED FACILITY MANAGEMENT POSITION: HOUSE KEEPER**

***Duties & Responsibilities***

* Clean rooms, locker rooms, restrooms, lounges, corridors, hallways, stairways, and other work spaces of the organization while keeping the prescribed health and hygiene standards
* Ensure perfect working of the tools and equipment employed to execute high quality work
* Replenish restroom equipment, kitchen items, room accessories, and writing supplies
* Use squeegees, cleaners, and other equipment to dust, clean, and polish window panes and glasses, mirrors, glass partitions, walls, furnitures etc
* Report to the supervisors and promptly respond to the housekeeping needs
* Ensure superior housekeeping standards in all customer areas including the back of house spaces

**SEPT. 2007 – JAN 2017 : EASTCOM COMPUTERS**

 **SENIOR TECHNICIAN**

 ***Duties & Responsibilities***

* Trouble shooting
* Attending to network failure
* Software installation/upgrade
* Hardware upgrade
* Networking

**JANUARY 2006 – OCTOBER 2007 : SPENCER COMPUTER COLLEGE**

**:SENOIR TUTOR**

 ***Duties & Responsibilities***

* Checking and securing classes are ok
* Preparing syllabus for student
* Making and registering new students
* Promoting discipline among students

# May 2004 – DECEMBER 2005 : MAKURE WHOLESALERS

**DUTY : DATA ENTRY**

 ***Duties & Responsibilities***

* Sales
* Data entry
* Verification of information entered are up to date and correct
* Maintain hardware and software are up to date and in good working condition
* Report writing for the whole week

## ACCADEMIC BACKGROUND

# 2004 – 2005 : JOMO KENYATTA UNIVERSITY OF

# TECHNOLOGY (JKUAT)

 : UNIVERSITY

 : DEGREE IN COMPUTER SCIENCE

# 2000 – 2003 : KENYA COLLEGE OF

# ACCOUNTANCY

#  : COLLEGE

# QUALIFICATIONS : DIPLOMA IN COMPUTER

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1997 - 2000 : NJUMBIHIGH SCHOOL

 : P.O.BOX 12 – GIKOE

QUALIFICATION : K.C.S.E EXAMS – **C+**

1987 – 1996 : MBIRI PRIMARY SCHOOL

 : MURANG’A

QUALIFICATION : KCPE EXAMS – **455/700 MARKS**

## STRENGTHS

# Responsible

# Versatile

## AVAILABILITY

# Immediately

## HOBBIES

# Reading

# Travelling

* Lawn Tennis

## REFEREES

Can be provided upon request