**CURRICULUM VITAE**

**PERSONAL DETAILS**

**NAME** Godrick Lugado

**LANGUAGES SPOKEN** English and Kiswahili

**GENDER** Male

**YEAR OF BIRTH** 1983

**NATIONALITY** Kenyan

**CELL**  0724154495

**EMAIL** [lgodrick@yahoo.com/](mailto:lgodrick@yahoo.com/) godricklugado@gmail.com

**CAREER OBJECTIVES**

Hardworking, determined, a proactive learner and ready for correction.

**OBJECTIVES**

* To seek a position where I can apply knowledge and skills I acquired while studying.
* To work within an environment that offers new challenges and encourages creativity.
* To work in an organization that encourages career development.
* To use my potential to the fullest and gain respect from those I work with.

**EDUCATION BACKGROUND**

**YEAR INSTITUTION AWARD**

2007-2009 Technical University of Mombasa Diploma in Business Administration

AUG-SEP 2009 Drojan institute Certificate in Computer Applications

1997-1999 Vihiga High School

2000-2001 St Augustine High School K.C.S.E

1989-1996 Nangili Primary School K.C.P.E

**MODULES COVERED**

Managerial Accounting, Organization Theory and Behavior, Office Administration and Management, Theory and Practice of Management, Human Resource Management and Industrial Relations, Commercial and Administrative law, Entrepreneurship Projects

**WORKING EXPERIENCE**

**February 2012 to April 2014**

Worked at ideal fone limited as a supervisor

**Responsibilities**

* Keeping records of credit cards. Sims lines and phones in store.
* Issuing credit cards to sales representatives.
* Reconciling of daily sales and keeping record.
* Banking of daily sales.
* Coordinating office procedures
* Daily running of the office

**March 2015 to date**

Working at Highcom Equity Investments Ltd as an admin Assistant

**Responsibilities**

* Reconciliation of bank statements
* Following up on clients and inquiring about their loan status and when they should pay
* Banking of both cash and cheques
* Making daily follow ups with clients
* Maintaining manual and computer filing systems
* Carrying administrative duties such as filing, typing, copying, scanning
* Maintaining the petty cash
* Handling sensitive information in a confidential manner
* Monitoring stationery levels and ordering office supplies
* Performing office errands like going to the post

**Skills**

* I have good communication skills
* Ability to work well as a team
* Organized approach and excellent time management skills
* Good numeracy skills
* Attention to detail and high level of accuracy
* Knowledge of office administration procedures
* Good computer skills including word, ms outlook, excel
* Ability to maintain confidentiality

**Personal skills**

* Ability to multi task
* High level of discretion and judgment
* Ability to work under pressure
* Having a lot of patient
* Good telephone etiquette
* Good time management
* Able to work in a fast paced environment
* Diary management

**VOLUNTEER EXPERIENCE**

**Industrial training**

October-December 2008

Worked at Moi Teaching and Referral Hospital

**Responsibilities**

* Managing of staff documents and files
* Photocopying of staff documents and filling them
* Preparing of staff pay slips and delivering them to their respective departments
* Following up of staff medical cover and ensure it is always updated
* Filling and retrieval of staff documents and files

**HOBBIES**

* Socializing
* Reading to gain more knowledge
* Using internet
* Watching movies

**REFFEREES**

**DICKSON KIMANI**

Managing Director

Highcom Investments Limited

P.O box 42731-00100, Nairobi

0722874689

**EVANS WASIKE**

Inventory Management & Sales

Oriental Mills Limited

P.O Box 34849-00100, Nairobi

0725699475

**ANTONY ONDITI**

Managing Director

Ideal fone limited

P.O Box 6929-00200, Nairobi

0721721721