



CURRICULUM VITAE

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PROFILE:

I am a hardworking person who can work under no supervision. I do believe in the long hard-way for success in life. I have fundamental motivation and greatly inspired by challenging duties. I do also have high level of integrity, professionalism and confidentiality.

EDUCATIONAL BACKGROUND

Sept 2012- April 2016 : University of Nairobi

School of Mathematics.

Degree: BSc Actuarial Science.

Second Class Honors (Lower Division)

2007-2010 : Oloitokitok Boys High School.

Kenya Certificate of Secondary Education

Grade Attained: B+

1999-2006 : Shokut Primary School

Kenya Certificate of Primary Education

Marks Attained: 388 out of a possible 500

CAREER OBJECTIVES

To attain competent skills both in theory and in practice. In so doing I will build a strong and stable career. In addition I want to make the best use of my existing skills to add value to the institutions I am part of by contributing effectively in the accomplishment of organizational goals.

WORK EXPERIENCE

August 2016- October 2016: **Chyulu Hills Conservation Trust.**

RESPONSIBILITIES

- Research Assistant- House hold surveyor.

ACHIEVEMENTS

- I helped in the gathering of information about the economic, social and cultural livelihoods of the people among the Masai, Kamba, Kikuyu and Coastal communities.
- I also assisted in the education of the communities on matters development, use of the available resources in making one's life better.
- I was able to lead a team of eight other fellow researchers understand the use of machines like GPS and successfully completed the research in time and within the allocated budget.

November 2013- February 2014: **Soft Age Adept Technologies**

RESPONSIBILITIES

- Data entry and cleansing.
- Quality checking of data.

ACHIEVEMENTS

- I helped in the data entry section as an agent where large volumes of data were able to be cleaned, thus enhancing quality for the clients.

August 2011- Sept 2012: **Rombo Farm Supplies Ltd**

RESPONSIBILITIES

- Being an Accounts Officer, my responsibility was to facilitate procurements by offering fast, effective and efficient reports to management.
- Also as an In-charge IT, I was responsible for ensuring the systems work effectively in the branches.
- Empowering customers socially and financially by informing them more about the company's products through the interaction during transactions and forums.
- Offering mentorship to the junior staffs during training and seminars.

ACHIEVEMENTS

- During my working time in the company, I was able to effectively implement an efficient accounting system.
- While working for the company, I was able to attain many leadership qualities through the mentoring and leadership meetings held.
- Through working in the company, I was able to empower the Kenyan citizens socially, intellectually and financially.

February – July 2011: **Beacon of Hope (Kimana Branch-Voluntary)**

RESPONSIBILITIES

- Being a computer tutor, I was responsible in teaching students both theory and practical skills.
- I also was manning the library where the youth were obtaining literacy skills.

ACHIEVEMENTS

- I was able to make many computer literate besides adding value to the existing knowledge.
- During the interactions with the youth, I empowered them both intellectually as well as socially.

COMMUNITY SERVICE

- From what I learnt about mentoring I have been able to mentor others (especially the youth, high school students included) together with other members of ***The Flame Group***. This is group of University scholars aiming at providing mentorship to high school students (Sponsored by Equity Bank)
- With the knowledge to serve, I did a voluntary work at Beacon of Hope where I helped many youths involve themselves in constructive activities like tree planting and games rather than abusing drugs.

LEADERSHIP EXPERIENCE

- I served as the General Secretary to an evangelistic team, Prophetic Evangelistic Ministry, a team that is engaged in preaching the gospel of Christ nationally in Kenya and in Tanzania. My duties were to organize events and members to be effective on the same. I also acted as the spokesperson on behalf of the organization.
- I served as the Treasurer to the MCCU (Main Campus Christian Union) Vessels of Light in the year 2015-2016. This has helped me to be a good project manager and use my knowledge to think and respond fast thus helped the committee and group steer its activities smoothly.

- While at Beacon of Hope, I learned responsibility by being in charge of the organization's library. This assisted me in that I was able to make sure that everything was in order in the library.
- I extended my confidentiality and professionalism during my stay in the company (Rombo Farm Supplies Ltd) where I was responsible for the company's treasury (accounts).
- Head of IT department at Rombo Farm which entails manning all the transactions and making staffs aware of any new changes in the system, as well as taking their issues.
- During high school, I served as a District Students' Leader and represented other students twice in The Bomas National Student Leaders conferences (2009 & 2010).

PERSONAL ATTRIBUTES

- Reliable and Dependable
- Time Cautious, Strong Planning, Monitoring and Organizing abilities
- Determined and Decisive
- High Integrity, Diligence and Conscientious.
- Self-Driven
- Team Leader and Player

SPECIAL SKILLS

- Wide knowledge with Quick books software
- Video editing with Matrix software.
- Conversant with advanced Excel, PowerPoint & Publisher.
- Acquainted myself with STATA data management package.
- Conversant with R software
- Conversant with the use of GPS Machine.

PROFESSIONAL ASSOCIATIONS

- Kenya Actuarial Students' Association KASA.

FORUMS AND EVENTS ATTENDED.

- Youth initiative and Entrepreneurship Festival 2012, organized by Green Emerald Company in partnership with Africa Youth Trust.
- National Actuarial Students' Convention, held at Catholic University, which had deep talks about the roles of the regulator (IRA) among others.
- The National Secondary School Leaders' Convention held in Bomas 2009 and 2010, where intensive leadership skills were taught.

PERSONAL INTERESTS

- Reading books - to improve my personal being.
- Traveling -to explore and appreciate nature.
- Community service – to give back to the community through mentoring and motivating young people.
- Playing piano, bass guitar – to enjoy music with a group

REFEREES

1. Prof PGO Weke

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