

CURRICULUM VITAE

PERSONAL DETAILS:

NAME: KEN MWAURA MBUGUA

DATE OF BIRTH: 21 March 2002

MARITAL STATUS: Single

ADDRESS: P.o Box 7675-00100 Nairobi

TELEPHONE: Mobile: 0112 215126

EMAIL: kenmbagua7@gmail.com



PERSONAL ASSESSMENT:

- Organized, reliable, honest and a self-starter
- Excellent written and verbal communication skills
- Technology awareness- fully proficient with computer skills and ability to use relevant software application when need be
- Team work –excellent interpersonal skills and ability to establish and maintain effective working relations with people of different cultural and national background with respect for diversity.
- Can work with minimal or no supervision

WORK EXPERIENCE:

May 2023-Dec 2023 Ikra Tekstil/Pamul Konfeksiyon-Turkey

Duties

- Sewing machine technician
- Making sure the machine is well serviced at all times
- Keeping records of incoming & outgoing goods
- Assisting with labelling & packaging

2022 to April 2023 Kent Tours N Travel Ltd Part time driver

Duties

- Picking & delivering cars to clients
- Making sure the cars are mechanically in good service
- Taking cars to garage and supervising repairs
- Making sure the cars are serviced on time and advising office accordingly
- Making sure cars have all the necessary items i.e jerk, first aid kit, spare wheel etc
- Leasing out cars and assisting clients to sign car hire contracts
- Taking copies of the necessary car hire documents
- Collecting cars from the client and making sure they are as hired out

PROFESSIONAL TRAINING:

Feb -March 2024 Worth Start Baristas & Mixologist - Professional Barista Course

Course contents:

- Advanced knowledge in the coffee growing, roasting and brewing process
- Preparation of a variety of coffee brews i.e. latte, espresso, cappuccino, mocha
- Preparation of a variety of mocktails i.e. margaritas, mojito, citrus fizz
- Advanced knowledge in use of coffee brewing machinery

Oct 2021 to Dec 2022 **Strathmore University** - Diploma in business Information Technology

Course contents:

- Fundamentals of IT
- Programming concepts, systems analysis & design
- Communication & business ethics
- Programming Concept
- Business Finance and Economics
- Object oriented Programming Techniques
- Business organization & Database Management

2020 Hertz Driving School BCE Class

Course contents:

- Practical & theory driving lesson
- Basic car maintenance & mechanics
- Basic car accessories i.e jerk, spanner, spare wheel etc
- Driving safety & road signs & rules

2015-2019 Moi High School-Kabaraki

- Attained grade A- {76 points}

2007-2014

Makini Academy

- Scored A {Marks 417 of 500}

AWARDS . . .

CERTIFICATES

CERTIFICATES OF PARTICIPATION

AWARDS : CERTIFICATES OF PARTICIPATION

- Brookside Mathlete National Mathematics contest
- Utumishi Academy Science Contest
- Moi Forces Lanet Annual computer contest
- Alliance High School Mathematics & Chemistry
- Certificate of Merit at divisional Level in Nakuru position 2nd & 3rd in Swimming

EXTRA CURRICULUM ACTIVITIES:

- Golf currently handicap~18
- Football
- Leisure swimming

REFERENCE:

PAMUK KONFEKSIYON

Mr. Mehmet Pamuk
50. Yil Man. 2008 Sk.No:1/A
Sultangazi/ST No:246 610 096 06
Kocokkoy V.D: 721 034 0742

KENT TOURS & TRAVEL LTD

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STRATHMORE UNIVERSITY

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