

CURRICULUM VITAE

ESKINE NELSON MUNGAI

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OBJECTIVES

To obtain a challenging and rewarding position as a professional in any organization where my training and experience will be fully utilized in reaching the organizational goals, and where upward mobility is based on accomplishments.

EDUCATION

MT KENYA UNIVERSITY

2021 Bachelors in Business Information Technology (BBIT)

- SECOND CLASS LOWER DIVISION.

2015 Diploma in Business Information Technology (DBIT)

- CREDIT.

KOEEL HIGH SCHOOL

2011 • Mean grade of C plain.

ST PETER'S ELITE SCHOOL

2007. •Mean grade of B plain (350 marks).

EXPERIENCE

COUNTRY TRAVEL MAPS LTD

| 201 N. KINANGOP

IT PERSONNEL / AUTOCAD DRAFTSPERSON MARCH 2021 – TO DATE

- Using AutoCAD software when required to this includes and not limited to
 - A. Subdivision of parcels of land according to the surveyor's final ground survey.
 - B. Using coordinates to locate a given/ sorted out for a piece of land in the field according to the maps provided.
 - C. Drawing mutation forms for use in the subdivision of land.

D. Drawing and designing floor plans for construction purposes of semi-permanent, permanent, commercial and non-commercial buildings.

Install, operate and maintain computer networks and communication systems.

Attending hardware and software issues that may arise.

Train attachés and interns .

Troubleshoot problems with computers and other office equipment.

TYNWALD FABRICATORS CO. LTD.
| MOMBASA ROAD.

MARKETING COORDINATOR ■ April 2016 - To 2018.

Duties and responsibilities;

- Receiving of clients and giving them a preamble of goods and services offered
- Visiting of new and existing customers enlightening them of new services and goods in the market
- Handling daily petty cash, negotiation with vendors, and administration duties.
- Ordering and monitoring office supplies and equipment
- Coordinating with the repair and maintenance department
- Issuing of receipts on goods and services offered/bought
- Assist in executing daily administrative duties
- Attending marketing meetings in the company and outside on behalf of the company.
- Updating the company's website and printing company profiles and fliers
- Writing and Issuing of notices to relevant clients.

MUTHAIGA GOLF CLUB
| MUTHAIGA/ KIAMBU ROAD.

INTERN IN THE FINANCE DEPARTMENT. •May 2015 to August 2015

Duties and responsibilities;

- Handling customer complaints.
- Reconciling visas and cash payments.
- Issuing receipts to customers.
- Attending marketing meetings and training.

- Sorting of customer bills and payments.
- Issuing membership cards to new members.
- Arranging and sorting accounting files.

KENYA POWER AND LIGHTING COMPANY.

| THIKA.

INTERN IN THE CUSTOMER RELATIONS AND MARKETING DEPARTMENT. January 2014 to April 2014.

Duties and responsibilities;

- Handling customer complaints.
- Processing electricity applications.
- Promotion of Kenya power products.
- Conducting door-to-door customer education on pre-paid meters.
- Attending marketing meetings.
- Tele-marketing.
- Organizing marketing events.

SKILLS

VIRTUAL ASSISTANT COURSE

ALX AFRICA

Virtual Assistant Training Program

- **Date:** Started on 24th June 2024
- **Skills Acquired:**
 - o Task management using tools like Trello and Asana.
 - o Email management and scheduling.
 - o Data entry and database management.
 - o Customer service and client communication.
 - o Social media management and content creation.
 - o Basic bookkeeping and financial tracking.
 - o Online research and report generation.
 - o Appointment setting and calendar management.
 - o Document creation and management (Google Docs, MS Office).
 - o Project management and organization.

1. Proficiency in computer;

- Operating systems, Windows Ubuntu, Xp, 7, 8 ,10 and 11.
- SOFTWARES: AutoCAD (CIVIL 3D, METRIC AND IMPERIAL), ARCGIS, ADOBE (ILLUSTRATOR, EXTENSION MANAGER AND ENCORE) AND ARCMAP.
- MS; Office, Word, PowerPoint, Excel and Internet.
- Tally; vat & GST.
- Computer repair and maintenance.

2. Excellent communication, organizational and Interpersonal skills.

3. Self-motivated, flexible and willing to accept responsibility.

4. Resourceful and a quick learner able to quickly grasp and implement new concepts.

5. Remains calm under pressure but retains a sense of humor.

6. Refined and excellent social media marketing skills reaching great audiences, captivating and engaging content.

References

1. Sammy Muriuki
Director Tynwald Holdings
Fabricators. Nairobi.
Contacts: +254706123136.
2. Calton Oyando HOD (Head of Department) IT
Department, Muthaiga Golf Club Ltd . Nairobi.
Contacts: +254726211926
3. Paul .G. Gitau Managing
Director, Country Map Travelers
Ltd. NORTH KINANGOP.
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