

ORWA JEREMIAH

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PERSONAL DETAILS

DATE OF BIRTH : 04TH JUNE 1997

ID NUMBER : 34234645

MARITAL STATUS : SINGLE

GENDER : MALE

RELIGION : CHRISTIAN

NATIONALITY : KENYAN

PERSONAL OBJECTIVES

- Good communication skills (both English and Swahili well spoken and written).
- Able to work under minimum or no supervision
- Adaptable to new environments, a team player and swift to learn new things.
- Good negotiation skills, building strong relationship and results oriented. Creative quick decision making

CAREER OBJECTIVES

- To apply my professional towards the development and growth of esteemed institutions or corporate entity
- I am to work in dynamic, broad based, well established and challenging environment where pragmatic views as creativity are embraced.
- I seek to provide personalized services to clients backed by consistency and reliability through teamwork while on duty

- I look forward to dynamic position for exposure and opportunities for growth and prosperity for both y employer and me

EDUCATIONAL BACKGROUND

2016 – 2022: MURANG'A UNIVERSITY OF TECHNOLOGY

Bachelor of Science in Information Technology

2011-2015- SAWAGONGO HIGH SCHOOL

Kenya Certificate of Secondary Education

2003-2010: A.I.C TENAI PRIMARY SCHOOL

Kenya Certificate of Primary Education

WORK EXPERIENCE

May 2023 to date: ICT officer -Kiaguthu Boys Secondary School

Duties and Responsibilities

- Maintenance of technical procedures to ensure they are current and remain fit for purpose
- To own and be responsible for completion of tasks to established standards and quality expectations provide training to improve future results of the team
- Create and amend necessary support documentation to ensure known errors and troubleshooting guidance is recorded, assisting colleagues in resolution of ICT issues and ensuring a foundation of appropriate technical knowledge is maintained.

Oct 2022 to May 2023: Logistics and Tracking officer -Maguna-ndu Wholesalers Kenya

-The production of the company that year had increased by 30percent.

Duties and Responsibilities

- To check fuel consumption of every vehicle
- Track the location every vehicle using fleet management and telematics system application
- camera surveillance embedded on the vehicle used to track the driver safety and not carry unauthorized passenger.
- As logistic officer we also had to ensure if goods have been delivered to the customer.

VALUES

- I am a result oriented, hardwiring, self-motivated person with good interpersonal communication skill
- I also possess a good teamwork abilities and can perfectly work under pressure and with little or no supervision.
- I am flexible, focused and believe on diversity.

REFEREES

John Mwangi Wachira

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