



ERICK NJOROGE NJAU

ericknjau.en@gmail.com

+254714774476

SUMMARY

Knowledgeable information technology specialist capable of setting up and optimizing workstations, training users and assisting with process improvement, implementation in diverse areas. Familiar with internet marketing for business practices and IT standards. Ready to offer 10 plus years of experience for a dynamic position in a reputable company.

PERSONAL DETAILS

Nationality: Kenya

Passport Number: AK0473361

D.O.B: 24th September 1984

Marital status: Married

SKILLS

- Audit support.
- Process improvement and implementation.
- Hardware updates.
- Security oversight.
- C++
- HTML
- Web applications.
- Visual basics++

WORK EXPERIENCE

GPS SURVILLANCE SUPERVISOR

QD-SBG, Qatar

2013- 2021

- Monitor vehicular movement.
- Provide User Support.
- Set up GPS devices.
- Install and configure the devices.
- Writing reports.

DATA ENTRY SPECIALIST

Kenya Tea Development Agency

2006-2011

- Maintain data files accurately.
- Compile, sort, verify and correct data to be entered.
- Review data for completeness and accuracy.
- Contact authors of source documents to address data inconsistencies and to gather missing data.
- Manage filing and routing of source documents after entry.
- Maintain records of work completed.
- Update data in appropriate databases in accurate and timely manner so as to avoid backlogging.
- Establish data naming standards and consistent data definitions to improve overall data quality.
- Process and resolve data inquiries by searching and reviewing the databases.
- Enter and update files into Excel spreadsheets.

ACADEMIC QUALIFICATIONS

Kenya School of Professional Studies

**2004-2005: Diploma in Information
Technology**

Kenya School of Professional Studies

**2003: Certificate in Information
Technology**

Muhoho High School

**1999-2002: Attained Kenya Certificate of
Secondary education**

REFEREES

Available upon request

Bearer / Mwenye Pasi / Titulaire

Place of Residence / *Mahali aishipo* / *Lieu de Résidence*

Height / Urefu / Hauteur

5'10" ft/in 1.78 m/cm

Colour of Eyes / Rangi ya Macho / Couleur des Yeux

BLACK

Special Peculiarities / *Alama yoyote isiyo ya kawaida* / *Particularités Spéciales*

NONE

Signature of Holder / Sahihi ya Mwenye Pasi /
Signature du Titulaire

Signature of Passport Officer / Sahihi ya Afisa wa Pasi /
Signature de l'Agent des Passeports

REPUBLIC OF KENYA / JAMHURI YA KENYA / REPUBLIQUE DE KENYA

PASSPORT/PASI/PASSEPORT

Type/Aina/Type Country Code/Nambari ya Nchi/Code du Pays Passport No./Nambari ya Pasi/N° de Passeport

P KEN

AK0473361

Surname *Jina la Ukoo-Nom*

Given Names: *Mujina Aliyopuwa Pramuwa*

ERICK NJOROG

Nationality/Unaffiliated

KENYAN

Date of Birth/Tarehe ya Kuzaliwa/Date de Naissance

Personal No./Nambari ya Kibinafsi/No Personnel

24 SEP 1984

1459064

Sex/Jinsia/Sexe Place of Birth/Mahali pa Kuzaliwa/Lieu de Naissance

M KIAMBU, KEN

Date of Issue/Tarehe ya Kutolewa/Date de Délivrance

07 AUG 2019

Date of Expiry/Tarhe ya Mwisho/Date d'Expiration

06 AUG 2029

Issuing Authority/Mamlaka ya kutoa Pasi/Autorité

GOVERNMENT OF KENYA

Holder's Signature, *Sahihi ya Mwenye Pasi*
Signature du Titulaire

P<KENNJAU<<ERICK<NJOROGE<<<<<<<<<<<<<<<<<
AK04733612KEN8409241M290806323607926<<<<<10



Passport No.
Namba ya Pasi
No. du Passeport

AK0473361



EAST AFRICAN COMMUNITY REPUBLIC OF KENYA

This is to request and require in the Name of the President of the Republic of Kenya all those whom it may concern to allow the bearer to pass freely without let or hindrance and to afford the bearer such assistance and protection as may be necessary.

Hii ni kuwaomba na kuwasihi, kwa Jina la Rais wa Jamhuri ya Kenya, wote wanaohusika, kwa kusudi la kumruhusu mwenye pasi hii kupita bila kizuizi ama kipingamizi chochote na vile vile kumpa msaada na ulinzi wowote ambao utakaonekana kuwa wa lazima.

Au nom de Son Excellence Monsieur le Président de la République de Kenya, nous vous prions de bien vouloir laisser librement circuler le titulaire de ce passeport et lui prêter main forte et protection en cas de nécessité.

QD-SBG

Construction W.L.L.
كيو دي - اس بي جي للمقاولات ذ.م.م

506471

To Whom It May Concern:

This is to certify that

Mr. Erick Njoroge Njau

Has been working with

QD-SBG Construction W.L.L.

As

Surveillance Supervisor

From : February 5, 2013

Till : June 10, 2021

This certificate was given upon his request on June 16, 2021


JARR GEORGES KARAM

HR & Administration Director



C.R 48397

Capital: QAR 100,000,000

سجل تجاري: ٤٨٣٩٧

رأس مال: ١٠٠,٠٠٠,٠٠٠ ريال قطري

P.O. Box : 19386, Tel: +974 44420678 - Fax: +974 44186420, Doha - Qatar
ص.ب: ١٩٣٨٦ , تليفون: ٦٧٨ ٤٤٤٢٠٠ - فاكس: ٤٤١٨٦٤٢٠٠ +٩٧٤ , الدوحة - قطر





This is a certificate awarded to

ERIC N NJAU

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

Arbrit Safety & Engineering Solutions PVT Ltd

Signed on behalf of IOSH

Chief Executive

Course Organiser



Date: 10 January 2014

Cert No.: 162473

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.



KENYA SCHOOL OF PROFESSIONAL STUDIES

THIS IS TO CERTIFY THAT

Njoroge Eric Njau

having satisfied the requirements
for the award of the

Diploma in Information Technology
(Pass)

was presented

at a congregation held at this college on

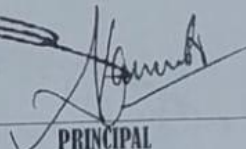
12th day of November, 2005

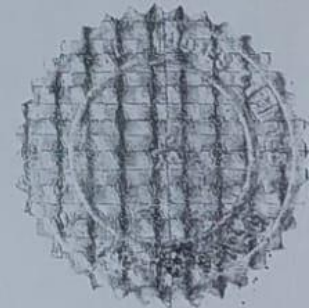
C.T.C.O

1/7/2005

1/7/2005


CHAIRMAN


PRINCIPAL





KENYA SCHOOL OF PROFESSIONAL STUDIES

THIS IS TO CERTIFY THAT

Njoroge Eric Njau

having satisfied the requirements
for the award of the

Certificate in Information Technology

was presented

at a congregation held at this college on

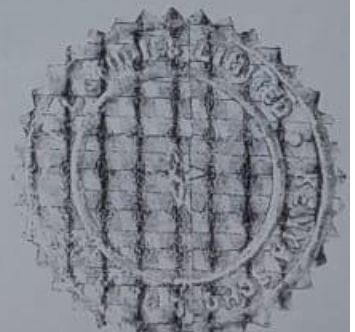
20th day of November, 2004

Q

DIRECTOR
QUALITY ASSURANCE
MINISTRY OF EDUCATION
P.O. BOX 30448
NAIROBI
17/12/2004


CHAIRMAN


PRINCIPAL



Arbrit Safety & Engineering Solution W.L.L.

Certificate of Training

In honor of your great performance and dedication, we proudly present

Mr. ERIC N NJAU

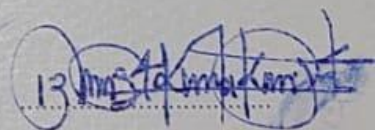
for successfully completing all the course requirements for

FIRE MARSHAL

completed on 20-Oct-2013

Certification Number ARB/QTR/CT-10/90

Valid up to 19-Oct-2014



Authorised Signatory





شهادة حسن السيرة والسلوك POLICE CLEARANCE CERTIFICATE



لأغراض الاستخدام خارج دولة قطر فقط

Certificate No.	20040 / 2021	مسلسل
Certificate Purpose	استخدام خارجي	غرض الشهادة
	سفارة كينيا	الجهة الموجه لها
Destination Dept.	--	

الإسم		ايريك نجوروجي نجاو			
Name		ERICK NJOROGUE NJAU			
ID No.	28440400411	الرقم الشخصي	Nationality	KENYA	الجنسية
POB	كينيا	مكان الميلاد	DOB	24/09/1984	تاريخ الميلاد
Profession	--	الوظيفة	Passport	AK0473361	رقم الجواز

This is to certify, that no previous criminal conviction has been reported against the above mentioned individual.

بعد الفحص والتدقيق من الجهات المختصة لدينا لم نجد أية سوابق ضد المذكور / المذكورة أعلاه خلال فترة التواجد داخل البلاد.

From 05/02/2013 من To 11/05/2021 الى

This certificate is issued upon (his/her)

وقد أعطيت هذه الشهادة بناء على طلبه / طلبها.

Request Letter

N/A - بدون

خطاب ترشيح رقم

This certificate is valid for six months from the date of issue:

30/05/2021

هذه الشهادة صالحة لمدة ستة أشهر اعتباراً من:

BRIG:NASSER ABDULLA Z AL-MAHMOUD
Director of Criminal Evidence And Inf. Dept.

العميد/ ناصر عبد الله زيد آل محمود
مدير إدارة الأدلة والمعلومات الجنائية

CIC12639

30/05/2021 06:49