



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

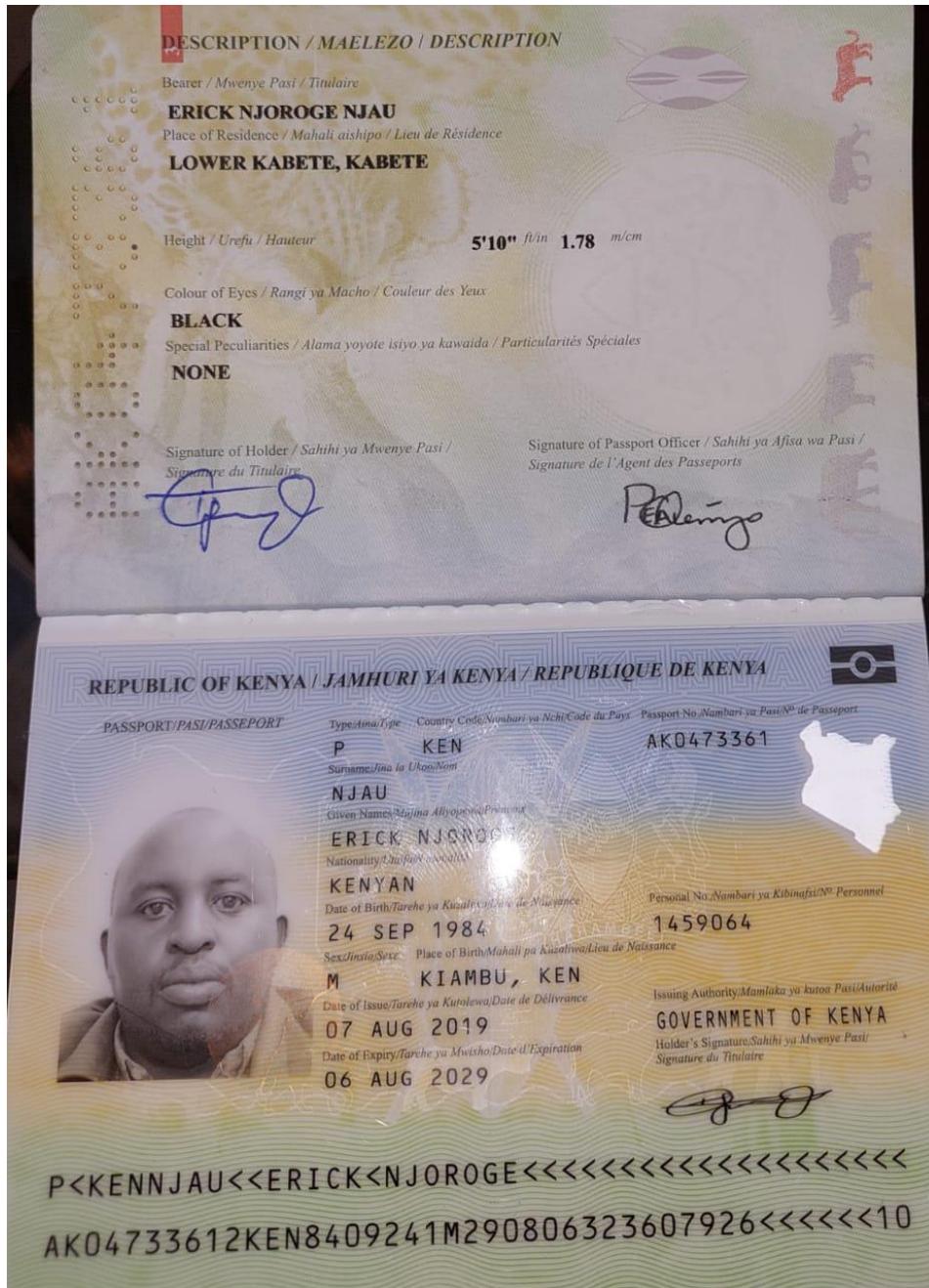
**2003: Certificate in Information
Technology**

Muhoho High School

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

REFEREES

Available upon request



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 kwaomba na kuwasihii, kwa Jina la Rais wa Jamhuri ya Kenya, wote wanachusika, kwa kusudi la kumruhusu mwenye pasi hii kapita bila kizuizi ama kipingamizi chochote na vile vile kumpa msada na ulinzi wowitzwa ambao utakaonerekana 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.



Passport No.
Namba ya Pasi
No. du Passeport

AK0473361



Construction W.L.L.
كيبو دبى - اس بي جي للمقاولات ن.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.

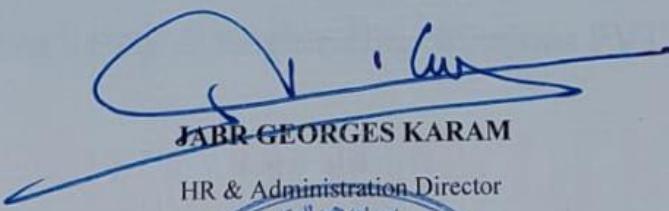
As

Surveillance Supervisor

From : February 5, 2013

Till : June 10, 2021

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


JABR GEORGES KARAM

HR & Administration Director

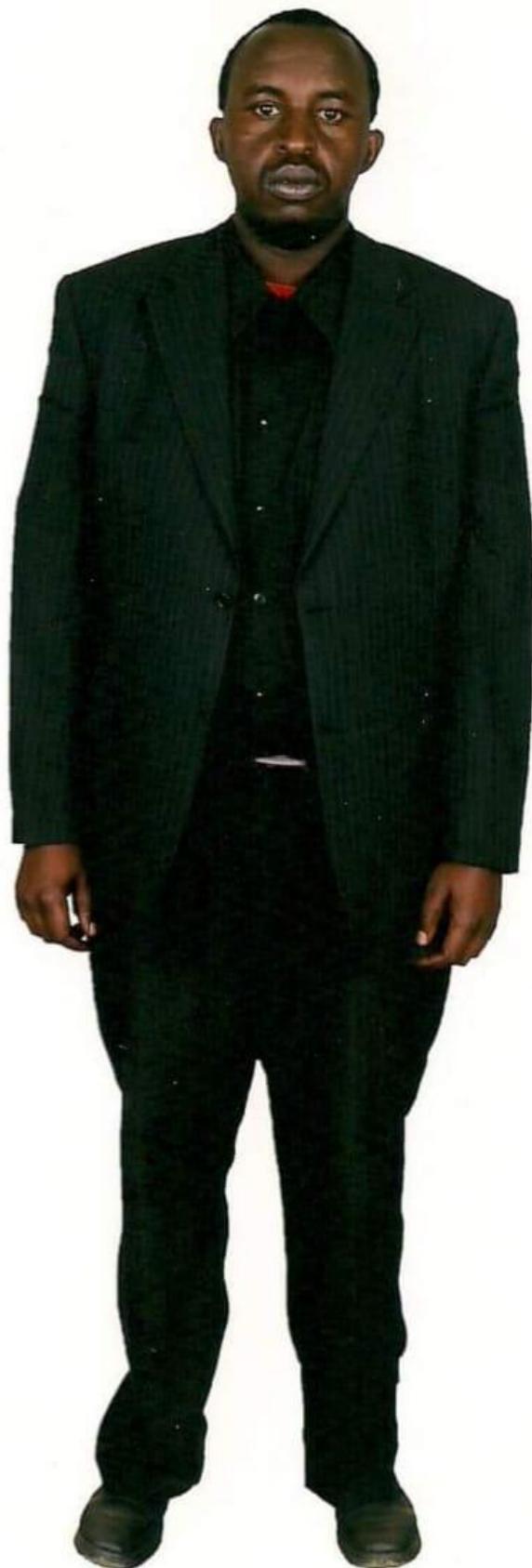


C.R 48397

Capital: QAR 100,000,000

رأس مال: ريال قطري سجل تجاري: ٤٨٣٩٧

P.O. Box : 19386, Tel: +974 44420678 - Fax: +974 44186420, Doha - Qatar
ر.ب: ١٩٣٨٦، تليفون: +٩٧٤ ٤٤٤٢٠٦٧٨ - فاكس: +٩٧٤ ٤٤١٨٦٤٢٠، 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

Arbit 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

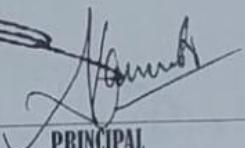
Diploma in Information Technology
(Pass)

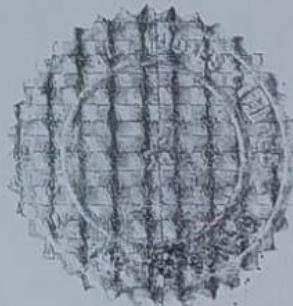
was presented

at a congregation held at this college on

12th day of November, 2005


CHAIRMAN


PRINCIPAL





COMMITTED TO
EXCELLENCE

KENYA SCHOOL OF PROFESSIONAL STUDIES

THIS IS TO CERTIFY THAT

Njoroge Eric Njau

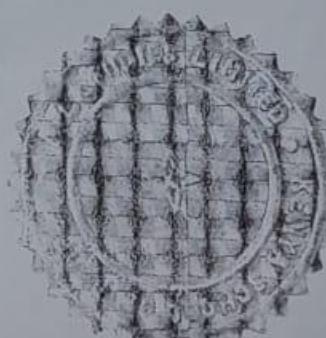
having satisfied the requirements
for the award of the

Certificate in Information Technology

was presented

at a congregation held at this college on

20th day of November, 2004



CHAIRMAN

PRINCIPAL



Arbit 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

A handwritten signature in blue ink, appearing to read '13/10/2013' and 'Arbit Safety & Engineering Solution W.L.L.'

Authorised Signatory



A member of the
BRITISH
SAFETY
COUNCIL

Chartered
Institute of
Environmental
Health

Highfield
Assessment Services
Approved NEBOSH Centre

iosh

MEDIC
First Aid
TRAINING CENTER

nebosh
Assessment Centre

IIRSM
Assessment
CENTRE



شهادة حسن السيرة والسلوك POLICE CLEARANCE CERTIFICATE



لأغراض الاستخدام خارج دولة قطر فقط

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

Name	ERICK NJOROGE NJAU	الإسم
ID No.	28440400411	الجنسية
POB	كينيا	سوابق ضد المذكور / المذكورة أعلاه خلال فترة التواجد داخل البلاد.
Profession	--	رقم الجواز
	الرقم الشخصي	تاريخ الميلاد
	مكان الميلاد	Passport
	الوظيفة	AK0473361

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 تجد أية سوابق ضد المذكور / المذكورة أعلاه خلال فترة التواجد داخل البلاد.

From 05/02/2013

من

To 11/05/2021

إلى

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.



CIC12639