

## **CARICULUM VITAE**

**BONIFACE KIRUNYU WANJIRU**

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### **PERSONAL INFORMATION**

**NATIONALITY:** Kenyan by birth

**ID NUMBER:** 34766241

**LANGUAGES:** English,Kiswahili and Kikuyu

**MARITAL STATUS:** Married

### **PERSONAL PROFILE STATEMENT**

A motivated,adaptable and responsible person,seeking a position that will utilize the technical skills developed through past work experience in different fields. I have a methodical customer-focus approach and strong drive to see things through completion.

### **EDUCATION BBACKGROUND**

January,2018 - March,2018: RHEMA INSTITUTE,KIAMBU.

: CERTIFICATE IN COMPUTER PACKAGES.

2013 - 2017: GATITU HIGH SCHOOL,GATUNDU.

: KENYA CERTIFICATE OF SECONDARY EDUCATION [KCSE]

:MEAN GRADE C[plain]

2005 - 2012: KIAMWORIA PRIMARY SCHOOL

: KENYA CERTIFICATE OF PRIMARY EDUCATION [KCPE]

: MEAN GRADE C+ [290/500 marks]

### **WORK EXPERIENCE**

SEPTEMBER, 2021 - TO DATE : SECURITY GROUP AFRICA {SGA security}

POSITION : SECURITY GAURD

#### **Roles:**

- Conducting access control for employees, visitors and any other person to gaurd and maintain security premises
- Monitoring and reporting suspicious activities to local authoritie
- Inspecting documents validity such as; port id' s,pass caed for access control at the gate posting
- writing reports and doing administration work
- compile reports and recording observations information occurrences and servaillance activities
- Prevent losses and damage by reporting irregularities.
- Control traffic by directing drivers
- Monitoring and adjust controls that regulates building systems such air conditioning, furnace and boiler.

JUNE,2020 - AUGUST,2021: BRINKS SECURITY COMPANY

POSITION : SECURITY GUARD

#### **ROLES:**

- Secure premises and personnel by patrolling property, monitoring servaillances equipments, inspecting buildings equipments and access points
- Permit entry.

- Obtaining help by sounding alarm.
- Prevent losses and damage by reporting irregularities.
- Compile report and recording information, observations occurrences and
- Maintaining organisation stability and reputation by complying with legal requirements.

JULY 2018 - MAY 2020 : JATOMY SUPER MARKET

POSITIONS :1. CUSTOMER ATTENDANCE

2. STORE SUPERVISOR

ROLES:

- Stacking the shelves and display areas, including fridges and freezers.
- Making sure that stock is rotated – putting goods with the earliest sell-by dates to the front.
- Cleaning the shelves and keeping stock neat and tidy.
- Helping customers with any queries, including showing them where items are.
- Oversee the receipt, storage, and distribution of goods, ensuring accuracy and timeliness.
- Monitor inventory levels and perform regular stock checks to maintain accurate records.
- Implement and enforce proper inventory management procedures, including cycle counts and stock rotation.

#### HOBBIES AND INTERESTS

I enjoy reading non-fictional books, solving puzzle and socialising with friends and families

#### REFERENCES

MADAM JANE KAHARA

DEPUTY PRINCIPAL, GATITU HIGH SCHOOL GATUNDU

TEL: 0715440746

**MR.WILSON GICHURA**

**SGA BRANCH MANAGER, EMBU BRANCH**

**TEL: 0727309079**