

CURRICULUM VITAE

BIODATA

Name: Joyce Wairimu Njoroge
Address: P.O Box 129 Kangema
Tel: 0714248605
Email: njorogejoycew99@gmail.com
Date of birth: 01/08/1999
ID No.: 36929004
Sex: Female
Nationality: Kenyan
Course: procurement and supplies management

PERSONAL PROFILE

- ❖ I possess a great drive to prosper in all work that I venture into.
- ❖ Self-driven, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills.
- ❖ I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth to international standards

EDUCATIONAL BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2018May - Dec	Kiriri Women's University of Science and Technology	Diploma inProcurement and Supply Management.
2014-2017	Gitugi Girls High School Secondary School	KCSE
2015-2013	Kenya Njeru Primary Primary School	KCPE

WORK EXPERIENCE

YEAR	WORKPLACE	POSITION/ EXPERIENCE
202 – To Date	Hotel Mercury	Front Desk, 3 years

SKILLS ACQUIRED

- **Interpersonal and communication skills:** I am able to build an understanding of customers' needs and concerns, and express these to other members of my team.
- **Planning and Organizing:** Refined planning and organizational skills that balance work and team support in a timely and professional manner.

REFEREES

1. Mr. Simon Ndichu
Dean of students Kiriri Women's University of Science and
TechnologyTel no. 0721435287
2. Madam Susan Ngugi
Manager at Hotel
MercuryTel no.
0715047370