

CURRICULUM VITAE

PERSONAL DETAILS

Name	:	Onesmus Kithung'a John
Date of birth	:	5 th May 1984
Gender	:	Male
Nationality	:	Kenyan
Marital status	:	Married
Religion	:	Christian
Height	:	5.9 Fts
Weight	:	67 Kgs
Passport No	:	BK801673
Language	:	English & Kiswahili



CAREER OBJECTIVE

Dedicated and disciplined Security Guard with over 15 years of experience in safeguarding people and property. Demonstrates excellent attention to detail, strong physical fitness, and a calm demeanor under pressure. Seeking an opportunity to contribute to the safety and security of a reputable organization.

PERSONAL PROFILE

- Punctual, focused and dedicated person
- Keen in all assignments
- Fast learner and reliable
- Cooperative, efficient and flexible
- Good listening and leadership skills
- Maintain and observe honesty and loyalty
- Excellent planning and organization skills
- Strong communication and interaction skills
- Smart, hardworking, self-motivated and teamwork player

EDUCATION BACKGROUND

Feb – April 2014	BRIGHT TOUCH COLLEGE Computer Certificate
2002 – 2003	MAKEKA MANAGEMENT INSTITUTE Hotel Management
1998 - 2001	MACHAKOS CENTRAL HIGH SCHOOL Kenya Certificate of Secondary Education
1997	KALIVINI PRIMARY SCHOOL Kenya Certificate of Primary Education

WORKING EXPERIENCE

KK Security Ltd

Position: Security Guard

Duration: March 2022 – Present

Duties:

- Monitoring and authorizing entrance and departure of employees, visitors, and other persons.
- Patrolling premises to prevent and detect signs of intrusion.
- Responding to alarms and investigating disturbances.
- Ensuring the security and safety of assigned premises and personnel.

BooksFirst Ltd

Position: Security Guard

Duration: September 2006 – 2021

Duties:

- Provided security for a variety of events including concerts, festivals, and private parties.
- Patrolled assigned areas to detect and prevent possible infractions of the law.
- Monitored visitors and performed access control duties.
- Responded to alarms, emergency situations and disturbances.
- Investigated suspicious activities and persons.
- Conducted rounds to ensure all doors and windows were secure.
- Enforced safety regulations and wrote incident reports.
- Prevented shoplifting and theft through vigilant observation.
- Assisted customers in a professional and friendly manner.
- Provided excellent customer service by answering questions and resolving complaints.

STRENGTH AND SKILLS

- Surveillance and patrol operations
- Report writing
- Access control
- Incident response
- Customer service
- Computer literate

HOBBIES

- Travelling
- Watching family tv
- Listening to Christian music

REFEREES

To be provided upon request.

22/03/2025

RECOMMENDATION LETTER FOR ONESMUS KITHUNG'A JOHN

To Whom It May Concern,

This is to certify that Mr. Onesmus Kithung'a John, holder of Passport Number BK801673, has been employed by KK Security Ltd as a Security Guard from March 2022 to date.

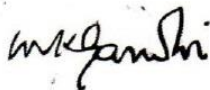
During his tenure with us, Mr. Kithung'a has consistently displayed a high level of dedication, integrity, and professionalism. He has carried out his responsibilities with diligence and has been instrumental in ensuring the safety and security of the premises and clients assigned to him.

He is disciplined, physically fit, and well-versed in surveillance, access control, and emergency response procedures. His ability to remain calm and make sound decisions under pressure is commendable. Furthermore, he maintains good working relationships with team members and clients and is always ready to go the extra mile when called upon.

We greatly appreciate Mr. Kithung'a's contributions to our organization and have no hesitation in recommending him for any future opportunities. We are confident he will bring the same level of commitment and excellence wherever he goes.

Should you need any further information, please do not hesitate to contact us.

Yours faithfully,



WASHINGTON WASIAMWA
Branch Manager





20/12/2021

RECOMMENDATION LETTER

To Whom It May Concern,


I am writing to wholeheartedly recommend Mr. Onesmus Kithung'a John for any opportunity he may seek in the field of security services. I had the privilege of working with Mr. Kithung'a at BooksFirst, where he served as a Security Guard from September 2006 to 2021.

During his 15 years of dedicated service, Mr. Kithung'a consistently demonstrated high levels of professionalism, integrity, and reliability. His role required vigilance, discipline, and excellent interpersonal skills, all of which he executed with commendable commitment. He was responsible for ensuring the safety of both personnel and property, managing access control, and responding to security incidents effectively and calmly.

Mr. Kithung'a's attention to detail and strong observational skills made him an essential member of our team. He built excellent rapport with staff and clients alike, thanks to his respectful demeanor and good communication skills in both English and Kiswahili. His physical fitness, standing at 5.9 feet tall and weighing 67 kilograms, contributed to his ability to carry out duties that were at times physically demanding.

Beyond his technical skills, Mr. Kithung'a is a person of strong character. He is married, Christian, and a proud Kenyan citizen. His values are reflected in his work ethic and personal conduct, and he has always upheld the highest standards of integrity.

I have no doubt that Mr. Onesmus Kithung'a John will be a valuable asset to any organization he joins.


Joy Muguro
Human Resource Manager

BOOKS FIRST LTD.
HUMAN RESOURCE MANAGER
P.O. Box 2384 - 00100
NAIROBI
TEL: 556770 / 68



CERT.NO: P10/ CAP/14/060

BRIGHT TOUCH COLLEGE

This is to certify that

ONESMUS K. JOHN

Is hereby awarded a

Certificate of Merit In:

MICROSOFT OFFICE APPLICATIONS

Having satisfied the examiners in the following packages:

Introduction to Computer

Distinction

Windows

Distinction

Ms Word

Distinction

Ms Excel

Distinction

Ms Access

Distinction

Ms PowerPoint

Distinction

Adobe PageMaker

Distinction

Ms Publisher

Distinction

Internet & Email

Distinction

Typing Tutor

Higher Credit

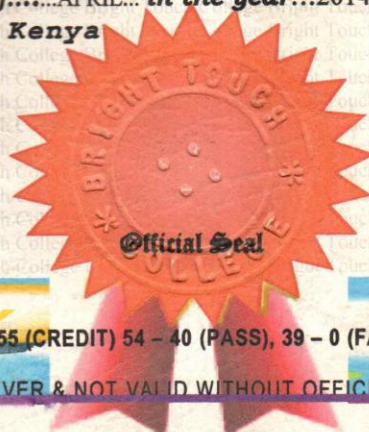
Overall Grade: Distinction

Issued under hand and seal this...10TH ... Day of.....APRIL... in the year...2014...

At Nairobi, Kenya

Academic Instructor

Director of Studies



GRADING: 100 - 80 (DISTINCTION), 79 - 70 (HIGHER CREDIT), 69 - 55 (CREDIT) 54 - 40 (PASS), 39 - 0 (FAIL)

THIS CERTIFICATE IS MADE WITHOUT ALTERATION WHATSOEVER & NOT VALID WITHOUT OFFICIAL SEAL

MAKEKA MANAGEMENT INSTITUTE



Certificate of Completion

This award of notable accomplishment is presented to

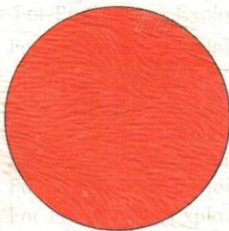
ONESMUS KITHUNG'A JOHN

**Who has successfully completed a one (1) year Certificate in
Hotel Management (which comprised of: Front office
operations, Food & beverage services, Restaurant services and
Business communication units) between May 2002 & June 2003.**

Conferred on the 30th day of July 2003




Training Co-ordinator




Institute Director

MAKEKA MANAGEMENT INSTITUTE
(COLLEGE OF HUMAN RESOURCE MANAGEMENT)
IMPALA HOUSE 6TH FLOOR, P.O. BOX 65773-00607, TEL: 020-311971 NAIROBI.

**ACADEMIC TRANSCRIPT FOR
CERTIFICATE IN HOTEL
MANAGEMENT**

Students Name: ONESMUS K. JOHN Adm. No.: CHM/03/02

Index No.: N/A

End of Semester: III

Year: 2002/2003

SUBJECT	MARKS ATTAINED	GRADE	REMARKS
1. Front office operations	72%	B	GOOD
2. Food & beverage services	66%	B-	GOOD
3. Restaurant Services	83%	B+	VERY GOOD
4. Business Communication	54%	C	AVERAGE
5. Public Relations & Customer Service	52%	C	AVERAGE
OVERALL RESULT:	65%	B-	GOOD

Issued by: KELLEN HITHI Date: 10/8/04

Verified by: KELLY WAMBUA Date: 10/8/04



THE KENYA NATIONAL EXAMINATIONS COUNCIL
 EXAMINATION FOR THE KENYA CERTIFICATE OF SECONDARY EDUCATION RESULT SLIP

302102 MACHAKOS CENTRAL SEC SCHOOL
 302102/022 JOHN ONESMUS KITHUNG'A
 * M1* 200

101 ENGLISH LANGUAGE	C (PLAIN)
102 KISWAHILI	C-(MINUS)
121 MATHEMATICS	C-(MINUS)
234 PHYSICAL SCIENCE	C-(MINUS)
235 BIOLOGICAL SCIENCES	C-(MINUS)
311 HISTORY	C (PLAIN)
312 GEOGRAPHY	C (PLAIN)
443 AGRICULTURE	C-(MINUS)
562 COMMERCE	C-(MINUS)

SUBJECTS RECORDED *NINE * SUBJECTS DONE NINE
 ***** MEAN GRADE C-(MINUS) *****

This result slip is not a certificate. The Kenya National Examinations Council reserves the right to correct the information given on result slips which will be confirmed by the issue of certificates