

# CYPRIAN MURURU

## CONTACT INFORMATION

Physical address

Meru, Kenya

Phone Number

+254 701 265 159

Email:

[cyprianmururu9@gmail.com](mailto:cyprianmururu9@gmail.com)

## BIO DATA

Gender      Male

Nationality      Kenyan

Marital      Single

Language      English, Kiswahili, Kimeru

Religion      Christian

## EDUCATION

### BACKGROUND

**2021 – 2022:** Certificate Beauty and Hair dressing at Mitunguu National Polytechnic

**2017-2020:** Kenya Certificate of Secondary Education at Lailuba Secondary School

**2007 – 2016:** Kenya Certificate of Primary Education at Lailuba Primary School

## PROFESSIONAL SUMMARY

Am well-versed in executing multiple tasks in a fast-paced environment. Friendly and effective when working with a wide range of personalities. Honest and hardworking

## WORK EXPERIENCE

### **MAMA KIM SALON**

**Cosmetologist/ Assistant Manager**

NOVEMBER 2022- TO APRIL 2023

#### Duties and responsibilities

- Handling appointment scheduling, confirmations, and potentially dealing with cancellations or rescheduling.
- Assessing hair type and condition, discussing desired styles, and offering recommendations
- Monitoring stock levels of hair and beauty products, ordering supplies, and ensuring the salon is well-stocked
- Shampooing, conditioning, cutting, coloring (including highlights and lowlights), perming, straightening, and styling hair using various techniques and tools.

### **IDEAL SECURITY SERVICES LIMITED**

**Security Officer**

MAY 2023 – JANUARY 2024

#### Duties and responsibilities

- Verifying the identity of individuals entering and exiting the premises, and controlling access to restricted areas
- Monitoring CCTV cameras, alarms, and other security systems to identify potential threats
- Responding to alarms, incidents, and emergencies, such as fires, medical emergencies, or security breaches
- Documenting all security-related incidents, including suspicious behavior, security breaches, and safety hazards.
- Communicating with law enforcement, fire

## **AREAS OF EXPERTISE**

- Communication skills- I am proficient, both oral and written, communication in both English and Kiswahili
- Quick learner- First in acquiring and adopting new skills/capabilities
- Interpersonal Skills – I get along with various kinds of people and able to manage difficult customers
- Creative thinker- comes up with well thought out proposals to improve sales for the region
- Superior organizational skills – this helps in managing team and the deadlines
- Computer skills – windows, Ms word, Ms Excel, Ms Access, PowerPoint and Internet
- Accounting Skills – Bookkeeping, Account analysis and asset management and financial report
- Ardently determined and self-motivated (Autonomous)

departments, and emergency medical personnel when necessary

- Greeting visitors, providing assistance, and ensuring their safety and security.

## **SARAH SALON**

### **Cosmetologist**

## **FEBRUARY 2024 TO DATE**

- Performing facials, manicures, pedicures, and other basic beauty services
- Maintaining a clean and sanitized work area, disinfecting tools and equipment, and ensuring a safe environment for clients.
- Recommending and selling hair care products, as well as understanding the proper use of various styling products and tools
- Maintaining records of client appointments, services provided, and products used.
- Providing excellent customer service by being friendly, attentive, and responsive to client needs.
- Staying up-to-date on the latest trends, techniques, and products in the beauty and hairdressing industry.

## **HOBBIES**

- Travelling on and off duty to acquire experience in people's diversity
- Community work
- Reading journals

## **REFEREES**

1. **SARAH NJOGU**  
*Director Sarah Salon*  
Phone: 0793 850 952

2. **BRIAN KALULU**  
*Supervisor Mama Kim Salon*  
Phone: 0701 265 159