

CURRICULUM VITAE.

EXECUTIVE SUMMARY.

Initiative-taker, hardworking Kenyan citizen whose main interest is largely based on scaling new heights.

I greatly uphold interaction simply because it is the channel through which new ideas flow, would like to work in an environment full of challenges through which I can grow as a centre of knowledge universal society can lean on.

Determined to be in an organization that would nurture and enable me to realize and exploit my potential.

A. PERSONAL DETAILS

- **Name:** Wycliffe Wafula
- **Date of birth:** 30th January 1982
- **Marital status:** Married
- **Religion:** Christian
- **Nationality:** Kenyan
- **ID No.**22306990
- **Home district/county:** Bungoma
- **Gender:** Male
- **Address:** P.o box 37 Kimilili
- **Email:** wafulaembassy@gmail.com
- **Contacts:** 0737 404 210, 0728 662 975

B: EDUCATION BACKGROUND

2014/2015: INSTITUTE OF ADVANCED TECHNOLOGY (NAIROBI)

Diploma in Business and IT **UNITS DONE**

- Introduction to Accounting
- Business Accounting
- Marketing
- Entrepreneurship
- Business Communication
- Business Law
- Business Organization
- HIV/AIDS

- Hardware Support
- Web Design
- System Support
- System Design and analysis
- Visual Basic
- Network Support

2015: INSTITUTE OF ADVANCED TECHNOLOGY (NAIROBI)

Certificate in European Business Competence License (EBCL, AUSTRALIA)

UNITS DONE

- Business Objectives and Management Ratios
- Accounting
- Costing and Pricing
- Business Law

2014: INSTITUTE OF ADVANCED TECHNOLOGY (NAIROBI)

- Certificate in Business and Information Technology (Distinction)

UNITS DONE

- Business management
- Business mathematics
- Communication skills
- Principles and practice of sales management.

EUROPEAN BUSINESS COMPETENCE LICENSE.

(2014) UNITS DONE

- Business Objectives and Management Ratios
- Accounting
- Costing and Pricing
- Business Law

2. INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL, SOUTH AFRICA)

- Word processing-syllabus 5.0/Microsoft 2010.
- Presentation -syllabus 5.0/Microsoft 2010
- Online essentials-syllabus 1.0/internet explorer10 & Gmail
- Computer essentials-syllabus 1.0/windows 7
- Using database-syllabus5.0/Microsoft office 2010
- Spreadsheets-syllabus 5.0/Microsoft office 2010
- Online collaboration-syllabus 1.0/ Google suite

3.2012: US EMBASSY DIPLOMATIC COURSE

- Terrorism and Criminology
- Surveillance detection
- Arrest and use of force
- Physical security measures
- Technical security measures

- Mission emergency plan
- Suicide terrorism
- Guard administration
- Search procedures
- Bomb Recognition
- Chem./Bio warfare
- Observation techniques

4.2011: KAWANGWARE VISION CENTRE (COMPUTER PACKAGES)

- Introduction to computers
- Computerizing typing
- Ms. Windows
- Ms. Word
- Ms. excel
- Ms. Access
- Ms. PowerPoint
- Internet email

5.2008 AA DRIVING SCHOOL

- Valid B.C.E Driving License

6.2005: KK SECURITY COMPANY (Guard Basic Course)

- Criminology and offences
- Surveillance detection
- Search and arrest procedures
- Crime prevention measures
- First aid, st John ambulance
- Observation techniques
- Advanced patrolling
- Guard administration
- Client/public relations
- Fire fighting
- Drill and discipline
- Communication skills
- Terrorism recognition
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7.1996-1999: TEREMI BOYS HIGH SCHOOL (K.C.S.E CERTIFICATE) GRADE-C-(MINUS)

8.1987-1995 SIRIGOI PRIMARY SCHOOL (K.C.P.E CERTIFICATE)

- GRADE: C- (MINUS)

C: WORK EXPERIENCE

SECURITY GROUP AFRICA MAY 2025- CURRENT (Senior Sales Executive)

RESPONSIBILITIES:

- Sourcing for new clients for guarding and electronic systems as per the monthly targets.
- Sourcing extra business from existing clients as per monthly targets
- Conduct security surveys for new and existing clients, prepare and deliver survey reports to them within a stipulated timeline.
- Follow-up on all quotations given and give weekly reports.
- Communicate to concerned departments of confirmed/ongoing jobs within reasonable timeframe.
- Analyze business proposal response and prepare weekly report.
- Ensure that service contracts are signed before commencement of service.
- Collection of all relevant fees from clients as per the contract terms.
- Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvement.
- Carry out regular visits to existing clients to monitor customer satisfaction.
- Undertake customer opinion surveys in respect to sales.
- Organize sales exhibitions and promotions.
- Identify product improvements or new products by remaining current on industry trends, market activities, and competitors.

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GARDAWORLD SECURITY 2020-MAY 2025 (Senior Sales Executive)

RESPONSIBILITIES:

- Sourcing for new clients for guarding and electronic systems as per the monthly targets.
- Sourcing extra business from existing clients as per monthly targets
- Conduct security surveys for new and existing clients and prepare and deliver to them survey reports within a stipulated timeline.
- Follow-up on all quotations given and give weekly reports.
- Communicate to concerned departments of confirmed/ongoing jobs within reasonable timeframe.
- Analyze business proposal response and prepare weekly report.
- Ensure that service contracts are signed before commencement of service.
- Collection of all relevant fees from clients as per the contract terms.
- Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvement.
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- Undertake customer opinion surveys in respect to sales.
- Organize sales exhibitions and promotions.
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SECUREX AGENCIES LTD. FROM 2016-2020 (sales executive)

RESPONSIBILITIES:

- Sourcing for new clients for guarding and electronic systems as per the monthly targets.
- Sourcing extra business from existing clients as per monthly targets
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- Conduct regular visits to existing clients to monitor customer satisfaction.
- Undertake customer opinion surveys in respect to sales.
- Organize sales exhibitions and promotions.
- Identify product improvements or new products by remaining current on industry trends, market activities, and competitors.

ATTACHMENT KK SECURITY (THREE MONTHS, JUNE TO AUGUST 2015)

- Opening of files for new employees
 - Updating records for old employees
 - Contacting referees new job applicants
 - Writing to referees of job applicants
 - Banking cheques
 - Printing of Security Officers' Certificates
 - Labeling for new employees' files.
- **1.2011 TO 2016 August: KK SECURITY COMPANY, US EMBASSY PROJECT.**

DAILY DUTIES

- Embassy premises guarding
- Staff movement register management
- Receiving and directing clients

- Screening and clearing clients
- Manning security radio all the time
- Recording and manning occurrence book
- Screening and clearing all vehicles
- Access control
- Issuing gate passes

2.2005 TO 2011: KK SECURITY COMPANY, KENYA HUMAN RIGHTS COMMISSION

DAILY DUTIES

- Premises guarding
- Staff movement register management
- Receiving and directing clients
- Manning security radio all the time
- Recording and manning security Occurrence Book.
- Any other duties as assigned by security in-charge

3.2002 TO 2005: BRITANIA SERVICE STATION

DAILY DUTIES

- Pump attendant/supervisor
- Ensuring machines are serviceable
- Accounting and recording all daily sales
- Managing daily stock records

D: HOBIES

- Reading newspapers and novels
- Listening to gospel music
- Watching drama
- Team working
- Discussing and debating

REFEREES

EVANS WATTIMAH,

FORMER SALES
MANAGER, SECUREX
AGENCIES (K) LTD
P.O BOX 48399-00100,
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MILLICENT NAMUSONGE,

FORMER HUMAN RESOURCE MANAGER
KENYA HUMAN RIGHTS COMMISSION,
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NAIROBI.

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IRENE OPONDO,

SALES & MARKETING MANAGER
SGA SECURITY
P.O BOX 18670-00500,

NAIROBI.

Contact : **0708623504**