

CURRICULUM VITAE

PERSONAL DETAILS

NAME : James Malubi Obunaka
NATIONAL ID : 259510145
AGE : 21
GENDER : Male
NATIONALITY : Kenyan
MARITAL STATUS : Single
LANGUAGES : English and Kiswahili
E-MAIL : malubijames602@gmail.com
CONTACT : +254769985817

PROFESSIONAL PROFILE

I am focused, intelligent, motivated and an honest person committed to work according to my responsibilities and also ready to work with my colleagues to achieve company objectives in return gain experience and a level of professionalism.

EDUCATIONAL BACKGROUND

2020 –2023: Esalwa Boys High School

Kenya Certificate of Secondary Education

2012– 2019 Mungoye Primary School

Kenya Certificate of Primary Education

SKILL AND PROFICIENCY

- Time Management
- Communication
- Problem-Solving
- Teamwork
- Leadership
- Interpersonal Skills
- Work Ethic

WORKING EXPERIENCE

August 2024 - August 2025 Kamindi Supermarket as customer attendant

Duties

- Assisted customers with inquiries about products, prices, and store policies.
- Handled customer complaints and resolved issues promptly and professionally.
- Directed customers to product locations within the store.
- Provided information about promotions, discounts, and loyalty programs.
- Supported cashiers during busy hours to ensure smooth checkout operations.
- Recorded customer feedback and reported recurring issues to management.
- Ensured high levels of customer satisfaction through excellent service.

December 2023 – July 2024 Mkulima supermarket as customer care

Duties

- Maintained student records and updated files regularly.
- Handled correspondence, including emails and official letters.
- Managed attendance registers and prepared daily reports.
- Assisted in scheduling meetings and parent-teacher conferences.
- Processed admissions and maintained enrollment data.
- Prepared and distributed memos, notices, and circulars.
- Coordinated with teaching and non-teaching staff for administrative support.
- Managed inventory of office and classroom supplies.
- Collected and recorded fees, and prepared financial reports.
- Provided front-desk support and responded to inquiries from parents and visitors.
- Assisted in organizing school events and functions.

HOBBIES

- Music streaming
- Travelling
- Reading novels

REFEREES

Referees to be provided upon request