

JAMES MBUGUA

Email: mbuguajamesnjoroge@gmail.com

Phone: 0748636175

Location: Ol kalou, Nyandarua, Kenya

PROFESSIONAL SUMMARY

Highly motivated and results-oriented **Economics and History graduate with a Second Class Upper Division from Egerton university** and excellent technical proficiency. Offers a strong foundation in economic analysis, statistical methods, and financial concepts, ready to apply them in ambitious roles in **Sales, Accounting, Administration, Real Estate, and Banking**. Possesses of written and oral English and strong computer skills, including expertise in **Excel, python, SPSS, and Microsoft Office Suite**.

EXPERIENCE

Jamaa supermarket

Inside sales and marketing representative

Jan 2024- to date

Duties and responsibilities

- Processing incoming customer orders with accuracy and efficiency.
- Track and distribute inbound sales leads
- Prepare paperwork for bids and ensure compliance with standard of the company
- Manage sales literature inventories and ensure timely replenishment
- Interact with customers to resolve issues, answer questions and provide support

Kanjuiri Bidii school/ ol kalou , Kenya

Teacher

Jan 2023- Dec 2023

Duties and responsibilities

- Developed and supervised a varied schedule of school activities to enhance student engagement and participation

- Taught and mentored students, utilizing motivational techniques to foster a culture of academic excellence.
- Applied strong organizational and scheduling skills to manage school events and daily operations.

EDUCATION AND CERTIFICATIONS

Bachelor of Arts in Economics and History

Second Class Upper Division, Egerton university .

September 2018 – December 2022

- **Relevant Coursework:** Money and Banking, International Economics, Economic statistics, Economics of industry, philosophy and Logic , Philosophy of History, Economics development, Mathematics for economist, Philosophy and society.

K.C.S.E. (B- attained)

Jomo Kenyatta Boys High School

February 2014 – November 2017

Selected Professional Courses

- Guide to Investment
- Basic Financial Literacy
- Business Analysis and Process Management
- Computational Thinking
- Financial Management Skills for Civil Society

KEY SKILLS AND CORE COMPETENCIES

- Data and technical: python (introduction to programming),SPSS, MS excel(Advanced), MS office Suite(word , PowerPoint and internet) , Windows.
- Communication: Advanced written and oral English, presentation skills and non verbal communication .
- Research and analysis: strong analytical skills(Data analysis), formal and non – formal research, market and sales research channels.

- Professional: leadership and Teamwork, Time management, scheduling, Human centered design .

Language Proficiency

- • English: Advanced (Certificate Courses in Intermediate and Advanced English completed)
- April 2024)
- • Kiswahili: Native
- French: Basics

REFERENCES

Immediately available upon request.