

CURRICULUM VITAE

PERSONAL DETAILS.

Victor Tira Wanjiru.

Date of Birth: 25th May 2000

E-mail: victortira43@gmail.com

Mobile Number: 0757521800

Professional Summary

Diplomacy graduate with expertise in international relations, negotiation, and cross-cultural communication. Experienced in volunteering with global organizations, focusing on sustainable development, climate change advocacy, and cultural awareness. Adopts to working in multicultural environments and possessing strong analytical skills, proficient in interpersonal skills, precision, strong problem-solving skills, and committed to driving operational efficiency. Passionate about contributing to overall cooperation, conflict resolution, and sustainable inter-cultural development.

WORK EXPERIENCE.

NOVEMBER 2023 TO PRESENT.

Chieni supermarkets limited.

Started off as a cashier where the main job is ensuring smooth customer transactions and overall store operations.

Then transitioned to the accounts department where the main responsibility is managing the financial aspects of the store's operations, ensuring that all transactions are recorded accurately and in compliance with financial regulations.

Sales Personnel:

Jobessa Bakery- October 2022 to September 2023

My work in the baking and confectionery industry mainly entailed working as a sales, marketing, and promotion agent for the company. My work was sales and marketing activities across Taita Taveta County. Also included general vehicle maintenance for the company.

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Internship :

Ministry of Sports, Culture and Heritage: Department of Culture- Jul 2021 to September 2022.

Joined the State Department of Culture for my Industrial Attachment and internship. Responsibilities included:

- Researching, documenting and disseminating cultural information and research findings;
- Organizing, conducting and attending of workshops to further the Departments agendas.
- Assist in preparation of divisional work plans, proposals, budgets and reports.
- Performance management
- Undertake any other relevant assignments that may be tasked by the Director of Culture.
- Implementation of the 2003 and 2005 UNESCO Conventions.
- Representing Kenya in Inter-state Cultural festivals.-JAMAFEST in Bunjumbura, Burundi.

Volunteer:

Greenpeace Africa- Sep 2019 to Present

Tasks and responsibilities include:

- Tweets, blogs and content sharing.
- Community clean-ups.
- Local marches to address environmental issues.
- Environmental outreach programs.

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EDUCATION:

Bachelor of Arts in international Relations

Mount Kenya university- January 2018 to December 2023

KCSE

Nyahururu High School - Jan 2014 to Dec 2017.

Qualification: Kenya Certificate of Secondary Education, Mean grade C+

Clubs involved in included; Humanities club (Geography), Red Cross and Environmental Club

Kenya Certificate of Primary Education

Ndiriti Primary School • Jan 2004 – Dec 2013

SKILLS AND ABILITIES.

- Adaptation to different working environments.
- Trustworthy, Disciplined, responsible and self-motivated.
- Conflict Resolution & Peacebuilding
- Public Policy Writing & Reports
- Volunteer leadership training.
- Cross-Cultural Communication

INTERESTS

- Volunteering and Club Memberships
- Sports
- Community work.

CONFERENCES & WORKSHOPS

Rapporteur, "Formulation of draft regulations guided by TK&CE Act 2016" – Taskforce Workshop, Naivasha, 2022

Rapporteur, "International Mother Language day" – Kenyatta University, 2022.

Speaker, "Kiswahili usage in Busia Region" – Busia, 2022.

Rapporteur, "Kiswahili writers capacity building workshop" Nairobi, 2021

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REFEREES.

1. Calistus Musiomi
Assistant Director
Department of Culture
Mobile: 0721216481

2. Joseph Thande
C.E.O
Jobessa Investments
WundanyiMobile : 0721214979

3. Shamton
Manager
Chieni-Nanyuki
0110599780



REPUBLIC OF KENYA

MINISTRY OF SPORTS, CULTURE AND HERITAGE DEPARTMENT OF CULTURE

Website: www.culture.go.ke
Telephone: Nairobi 2727980-4
Fax: Nairobi 2725329
When replying please quote

N.S.S.F. BUILDING BLOCK 'A'
EASERN WING, 3RD FLOOR
P.O. BOX 67374, 00200
NAIROBI

DATE: 20th September, 2022

REF: CSS/DC/6/105/Vol.II (127)

LETTER OF RECOMMENDATION TO MR. VICTOR TIRA WANJIRU.

TO WHOM IT MAY CONCERN

It is a genuine pleasure and honour for me to recommend Mr. Victor Tira Wanjiru for a position in your organization.

In my capacity as his supervisor during his internship and volunteer at the Ministry of Sports, Culture and Heritage, I worked closely with Victor during his internship period. His responsibilities included: **Performance Management, Capacity building, Registration of Cultural practitioners, Coordination of In-house training workshops, Record Management and documentation, Filing, report writing, and implementation of the 2003 and 2005 UNESCO Conventions.**

During his time here, he proved himself as a hard-working and responsible individual and I am delighted to provide this letter of recommendation on his behalf.

I have witnessed tremendous growth in him over the course of his internship, and I am certain that the skills and abilities he has developed and exhibited will allow him to excel in any job. Victor's remarkable talents for work, management, and communication make him uniquely qualified to serve in your Organization.

I have managed Victor in stressful and complicated programmes/projects requiring high levels of intelligence and understanding: He met every challenge, deadline, and goal presented and tackled every challenge with grace and ease. Many of the solutions he proposed were insightful and practical, and he showed a remarkable capacity for breaking large issues into manageable segments. His innovative ideas and solutions increased our organization's effectiveness and improved its efficiency, and he has made valuable contributions in other areas as well.

Victor served not only as a useful individual asset to our organization, but also as a cooperative and attentive team-player. His actions consistently inspired and

motivated our other employees. He understood intuitively when colleagues were confused, lost or off-track, and brought those individuals back on task without judgment. He was also aware of rifts developing during group projects, and his management skills reunited teams without making either side feel defensive or alienated.

In the period that I have known and worked with him, I have developed enduring respect for both his work ethics and problem-solving abilities. I can confidently say that Victor would make a positive and beneficial addition to your Organization and he has my highest recommendation.

For further information with regard to his background and qualifications, please do not hesitate to call me to the number listed below.



CALLISTUS M. MWOKA
PHONE NO.: 0721216481
FOR: DIRECTOR OF CULTURE.