

# CURRICULUM VITAE

Mary Wambui Kimani

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Nationality : Kenyan  
Id No : 41305302  
Marital status : Single  
Religion : Christian  
Address : 9-00216 Githunguri  
Languages : English, Kiswahili & Kikuyu

## PERSONAL PROFILE

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I'm a highly organized, punctual and ambitious person who have developed a mature and responsible approach to any task that I undertake on situation that I'm presented with. I have high self- confidence and I can work well under pressure which definitely allows me maintain a high professional atmosphere irrespective of what the situation is, with remarkable communication skills and embrace team work.

## CAREER OBJECTIVES

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To work very hard with dedication to provide my efficiency to the fullest as well as adhering to the rules and regulations. To work in an organization where growth and excellence is the definition of each single day and to be able to achieve self- satisfaction personal development which will eventually translate to the achievement of personal and organization goals.

## EDUCATION BACKGROUND

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2022(July)-2022(Sep) <i>Award</i>	: Copyfast Computer Collage <i>Graphics &amp; Design</i>
2022(April)-2022(May) <i>Award</i>	: Copyfast Computer Collage <i>Certificate of computer packages</i>
2017-2020 <i>Award</i>	: Lari Girls Secondary School <i>Kenya Certificate of Secondary School</i>
2006-2016 <i>Award</i>	: Matuguta Primary School <i>Kenya Certificate of Primary Education</i>

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## EMPLOYMENT

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**2025(Aug 4<sup>th</sup> ) -2025(Dec-24<sup>th</sup> )**  
*Position*

**Utugi cleaning compay**  
*cleaner*

**2024 (Oct 1<sup>st</sup> ) – 2025 ( June 28<sup>th</sup> )**  
*Position*

**Benjo Steel Enterprise**  
*Sales person*

### Duties and Responsibilities

- Attending Customers.
- Taking orders.
- Stock Checking.
- Paint mixer position and checking required colorant.
- Advicing customer on the best items to buy.

- Processing and printing E-tims Invoices.
- Reminding customers to clear their debts

**2022(Dec)-2024( Oct)**  
**Position**

**Copyfast Computer Enterprises**  
*Cyber attendant*

### **Duties and Responsibilities**

- Graphic designing example; Eulogy, weeding cards, posters, Business cards, water labels etc
- Online services example; KRA services, E-citizen services and many more
- Cyber services such as photocopying, typing, lamination, book binding.
- Filling Epson printer ink,
- Checking if the printer is in good condition
- Computer maintenance
- Stock recording.

### **HOBBIES**

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- ❖ Singing
- ❖ Reading
- ❖ Traveling
- ❖ Socializing

### **KEY STRENGTHS.**

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- ❖ Determined
- ❖ Focused
- ❖ Active listener

### **PERSONAL ATTRIBUTES**

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- ❖ Good communication skills
- ❖ Trustworthy and accountable
- ❖ Creative and innovative
- ❖ Well-groomed and confident
- ❖ Hardworking and self-motivated
- ❖ Ambitious and result oriented.

### **REFEREES**

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#### **David Njiriri**

Copyfast Manager

Tell:0720111138

#### **Benjermin Kimani**

Benjo steel enterprise

Tell: 0720057555