

CV

JAMES MUNGA BALU

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PERSONAL DETAILS

D.O.B.: 07/12/1980
Gender: Male
Nationality: Kenyan
Marital status: Single
ID Number: 23338307
Language: English, Kiswahili
Passport No. AK0552731
Date of Issue 06 SEP 2019
Expiry Date 05 SEP 2029
Height 5.7"
Weight 63KG
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PROFILE:

- ✚ To obtain a responsible position in a progressive organization that will offer a dynamic, challenging and rewarding work environment with a view of securing successful career advancement.

CAREER OBJECTIVES:

- ✚ To use my diverse skills and expertise to create and exploit both in the external and internal environment to meet and exceed the company's goals and target.
- ✚ To work in a situation calling for total dedication especially in dealing with challenges of community and to work in a multi ethnic organization focusing on improving the lives of the society.

SKILLS AND ABILITY

- High integrity, Goal oriented and organized
- Able to work under minimum supervision
- Ability to work under pressure
- Team player with excellent interpersonal and communication skills
- Excellent customer care skills
- Aggressive, self-motivated and assertive
- Resourceful, Creative and Innovative
- Fast learner
- Computer skills.

EDUCATION BACKGROUND

Jan 2020 – July 2020:	YAAMEN SECRETARIAL COLLEGE
Award	Certificate in Information and Technology – Secretarial Qualification
Oct 2007 – July 2009:	JITEGEMEE INDUSTRIAL COLLEGE
Award	Certificate in Artisan
1988 - 1991:	JARIBUNI HIGH SCHOOL
Award	Kenya Certificate of Secondary Education (KCSE)

WORKING EXPERIENCE

Year	:	2009 - 2020
Organization	:	DIELLE INVESTMENT LTD MALINDI
Position	:	ARTISAN
Year	:	Jan 2008 – Dec 2008
Organization	:	COAST PROJECT LTD MALINDI
Position	:	MASON
Year	:	2003 – 2007
Organization	:	TROPICAL FISH FARM KILIFI
Position	:	HOUSEKEEPING

Year : 2001 – 2003
Organization : PLAZA BEACH HOTEL KILIFI
Position : HOUSEKEEPING

Year : 1998 – 2000
Organization : KENYA SECURITY GUARD
Position : SECURITY

HOBBIES

- Driving
- Traveling
- Socializing
- Swimming

REFEREES

Upon request.