

CURRICULUM VITAE

PERSONAL DETAILS

Name : James Mburu Njoroge
Year of birth : 1985
Marital status : Married
Gender : Male
Nationality : Kenyan
ID No. : 25744281
Languages : Fluent in spoken English & Swahili
Proficient in written English & Swahili
Cellphone : 0712 374 807

MISSION STATEMENT

My aim is to leave a mark of excellence in all that I do and serve humanity through consistent, diligent and sincere application of thought and consideration for those around me.

PERSONAL PROFILE

Highly motivate, self-driven & dedicated person with interpersonal skills, exhibits excellent problem solving skills by relating quickly to people at all levels and in different situations. I am passionate about various business objectives.

PERSONAL ATTRIBUTES

I possess good and inert-personal skills. I am able to use initiatives and work as part of a team. I am a result oriented person and I always aim at offering quantifiable value in all services. I always consider every challenge as an opportunity to excel to a higher height.

OUTLINE OF KEY QUALIFICATIONS

- Capable of multitasking
- Can work under minimum or no supervision
- Time management

ACADEMIC BACKGROUND

Jan 2024 – June 2024: **Experts Business College**
Attainment Certificate in Tourism & Business Studies
2009 : **Tramtel Driving School**
Attainment BCE Driving License
2002 - 2005 : **Gilgil High School**
Attainment Kenya Certificate of Secondary Education
1994 – 2001 : **Hillside Primary School**
Attainment Kenya Certificate of Primary Education

WORK EXPERIENCE

2024 – To date : Private Safaris / Tours

Position Driver / Tour Guide

Duties & Responsibilities

- Greeting and welcoming customers to the tour
- Informing customers about the itinerary for each tour
- Planning itineraries in accordance with weather forecasts and the length of each tour
- Scheduling visits and purchasing tickets to museums, galleries, protected parks, and other attractions ahead of time, if required
- Planning alternate activities in the event that cancellations, closures, or weather prohibit you from attending scheduled events
- Gathering and maintaining the requisite equipment for each tour
- Familiarizing yourself with the layout and history of the region or establishment in which you will be working
- Familiarizing customers with each region or establishment
- Encouraging guests to apply sunscreen regularly and to remain hydrated, if applicable
- Directing customers to other, noncompeting services that might be of interest to them

2010 – 2023 : Driver / Machine Operator

(Worked with various companies and individuals as a driver and machine operator)

OTHER SKILLS

- Experience as a tour guide and driver
- Capacity to drive, stand and walk for extended periods
- Adherence to prescribed safety codes
- Excellent conversational skills with a knack for storytelling
- Personable, humorous disposition
- Outstanding organizational, time management, and improvisational skills
- Passionate about traveling
- Ability to work during evenings and on weekends

HOBBIES

- Socializing & interacting with other people
- Watching television.
- Travelling

REFEREES

1. John Nyaga
Nairobi
Tel: 0705 504455
2. Mwas Tours
Nairobi
Tel: 0711 640642