

CURRICULUM VITAE



PERSONAL DETAILS

NAME: IAN NDERITU NJAGI

DATE OF BIRTH: 26TH JULY 2002

GENDER: MALE

RELIGION: CHRISTIAN

NATIONALITY: KENYAN

INDEFICATION NUMBER: 39322627

MARITAL STATUS: SINGLE

LANGUAGES: ENGLISH & SWAHILI

PHONE NUMBER: +254705193539 OR +254106902185

EDUCATION BACKGROUND

2022-2025: EAST AFRICA INSTITUTE OF CERTIFIED STUDIES (DIPLOMA & CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY)

2022: PETTANS DRIVING SCHOOL (DRIVING COURSE)

2018-2021: BAHATI BOYS HIGH SCHOOL(KCSE)

2008-2017: MUGUMO PRIMARY SCHOOL & HEZTA SCHOOL (KCPE)

CAREER OBJECTIVES

Motivated and hardworking individual seeking an opportunity to contribute my skills and experience in a reputable organization. I am eager to take on new challenges, learn quickly, and add value through dedication, teamwork, and professionalism. My goal is to grow both personally and professionally while supporting the success of the company.

WORKING EXPERIENCE

2022-2023(JULY): **BANZALINI MENS WEAR** DEPARTMENT: **SALES PERSONELL**

RESPONSIBILITIES

- Assisted customers in selecting men's clothing and provided fashion advice to match their style and needs.
- Maintained strong product knowledge to promote new arrivals, offers, and trending items.
- Processed sales transactions accurately through cash, mobile, and card payments.
- Managed stock by arranging displays, replenishing shelves, and monitoring inventory levels.
- Ensured the shop floor was clean, organized, and visually appealing to attract customers.
- Handled customer inquiries, complaints, and returns professionally to ensure satisfaction.
- Met and exceeded daily/weekly sales targets through upselling and crossselling techniques.
- Worked closely with the team to achieve store goals and improve customer service delivery.

REFERENCE

MRS MARYSTELLA WANJIKU

0720233757

MANAGER BANZALINI MENS WEAR

Banzalini Men's Wear

Nairobi, Kenya

Date: 15th August 2023

TO WHOM IT MAY CONCERN,

This is to confirm that **Mr. Ian Njagi Nderitu** worked with us at **Banzalini Men's Wear** as a Sales Personnel. He was hardworking, honest, and reliable. I recommend him for any future opportunity.

Sincerely,

Mary Stella Wanjiku

Manager, Banzalini Men's Wear

Signature: 

2025(JANUARY)-2025(JULY): FLOODS RESTAURANT

DEPARTMENT: WAITER AND CLEANER

RESPONSIBILITIES

- Welcomed and served guests promptly, ensuring high-quality customer service.
- Took food and beverage orders accurately and delivered them in a timely manner.
- Assisted in setting up dining areas, arranging tables, chairs, and cutlery.
- Maintained cleanliness and hygiene standards in dining areas, kitchens, and guest spaces.
- Ensured proper handling and serving of food and drinks according to hotel standards.
- Supported team members during busy hours to provide seamless service.
- Collected used dishes, cleaned tables, and reset them for the next guests.
- Performed cleaning duties such as mopping, dusting, and sanitizing surfaces to maintain a safe environment.

REFERENCE

PAULINE NDUTA

0720348527

MANAGER FLOODS RESTAURANT

