



CURRICULUM VITAE

Personal Details

Name: Marius Kaiser Chweya
Date of Birth: 19th January, 2001
Citizenship: Kenyan
Sex: Male
Languages Spoken: English and Kiswahili
Postal Address: Box 593-40202, Keroka
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Career objectives:

I am looking for an opportunity to make a difference with hard work and dedication.

Skills & Competencies:

- Time management skills.
- Flexibility skills.
- Customer care skills.
- Effective Communication skills.
- Quality Assurance skills.
- Electronic data entry skills

Work Experience:

June 2021 – August 2022 **Group Delta Security, Kenya**

Position: Security Guard

Duties and Responsibilities:

- Files organization.
- Printing and scan of relevant files.
- Retrieval of required information as ordered by your superiors.
- Safeguard of computers and other office equipment.
- Making of regular reports.
- Keeping of company information confidential.
- Performing any other duties as assigned by your superiors.

July 2023 – To Date(Current Job) **Group Delta Security, Kenya**

Position: Security Guard/Data Entry Operaator.

Duties and Responsibilities:

- Files organization and retrieval.
- Timely report making and submission.
- Confidentiality of security information.
- Performing any other duties as assigned by your Superiors.
- Carrying out security duties according to need including supervision.

Education background:

2017 – 2020: **Marienga Secondary School**

Qualification: Kenya Certificate of Secondary Education (KCSE).

Marks Scored: C- (Minus)

2007 – 2014: Baraka Boys Primary School

Qualification: Kenya Certificate of Primary Education (KCPE).

Grade Obtained: 307 out of 500

Professional background:**September 2022 – May 2023: JKUAT University – Kisii Compus**

Course Taken: Certificate in Information Technology.

Qualification: Pass.

Interests & Hobbies

- Watching Football.
- Listening to music.
- Socialization.
- Team discussions

Referees

1. Philip Mose.
Manager, Nehema Supermarket
P.o Box 593-40202, Keroka
Phone: +254725922471
2. Michael Loki
HOD, JKUAT University – Kisii compus
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3. Thomas Nyagaka Getanda
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