

# **CURRICULUM VITAE**

**KAGURE WANJIKU MIRIAM**

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## **PERSONAL PROFILE**

A committed team player with good conduct, interpersonal and organizational skills

## **BIO-DATA**

Gender: **Female**      Date of Birth: **1992**      Nationality: **Kenyan**

## **CAREER OBJECTIVES**

- Aspiring to work in competitive environment and contribute towards a successful completion of projects that help in the growth of the Institution and attain job satisfaction.
- Am looking for a position that will enable me use the acquired skills for the benefit of the institution to exploit more technical skills.

## **MISSION**

To be an honest, discipline and self-driven worker who is a team player in the overall achievement of an organization goals and joy to work with.

## **PERSONAL ATTRIBUTES**

- ✓ Excellent communication skills
- ✓ Well-developed analytical and problem-solving skills
- ✓ Inspired and innovative
- ✓ Willingness to take initiative

## ACADEMIC QUALIFICATION

Jan2012-July 2012 : **Ruiru College**

Information Technology (IT) Certificate Level

Jan 2011-May 2011 : **St Anne's Catholic Institute**

Computer Studies

2007-2010 : **Simbara Secondary School**

Kenya Certificate for Secondary Education (KCSE)

1999-2006 : **Gitare Primary School**

Kenya Certificate of Primary Education(KCPE)

## WORK EXPERIENCE

*Working at Malison Cyber –Feb 2021 UP to date*

### Malison Cyber, Manager

- Web based graphic design and Typesetting for print
- Client assistance in web filling for government services, ecitizen, kra, visa etc.
- General troubleshooting in computer related network issues and internet.

### Malison organics

- Lead Sales Assistance
- Knowledge of various organic products, beauty and therapy

*Worked at Feline bookshop- Nov 2015- to Nov 2020*

- Design and Typesetting lead.
- General computer Graphic Design
- Typesetting for print designs

## EXTRA CURRICULAR ACTIVITIES

- ✓ Travelling
- ✓ Socializing
- ✓ Listening to music
- ✓ Swimming

## REFEREES

1. BENSON MWANGI MANAGER MALISON CYBER TEL: 0105118547 mwangib64@gmail.com@gmail.com	2. PRINCIPAL RUIRU COLLEGE OF CATERING AND BUSINESS MANAGEMENT STUDIES 067-54174	3. JANE WANJIKU THUITA MANAGER FELINE BOOKSHOP TEL: 0725 491 597 felinecyber@gmail.com
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