

MAXWELL OGUTU LIBUKU

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Professional Summary

Open minded and ambitious personality, seeking diverse set of skills to grow my potential on different sectors and areas.

Professional Experience

PG Security Guard | 15 Jul 2024 – Present

- Monitor and record movement of people and vehicles, ensuring compliance with security procedures.
- Maintain discipline, safety, and order within premises.
- Document daily occurrences and vehicle movements with accuracy and timeliness.
- Serve and direct company visitors in respect to rules and policies of the company allocated.

Protect and preserve company policies

Administrative Intern (Industrial Attachment) | Busia County Commissioner's Office | May – Jul, 2023

- Updated monthly reports and supported preparation of official documents.
- Assisted in estate administration at the Public Trustee's Office.
- Performed records management tasks in the Registry Office.
- Organized meetings, prepared minutes, and drafted reports for senior administrators.
- Collaborated with Chiefs' Office staff in problem-solving and conflict resolution.

Achievements: Enhanced office efficiency by streamlining file organization and contributing to timely report preparation

Education

Bachelor of Arts in Public Administration | Machakos University | 2020 - 2024

Kenya Certificate of Secondary Education (KCSE) | St. Teresa's Itete Secondary School | 2016 - 2019

Key Skills

- Office administration and coordination
- Monitoring and evaluation
- Policy analysis and brief writing
- Negotiation and problem solving
- Incident reporting and records management
- Computer literacy (MS Office Suite)

Trainings and Seminars

- Public policy-Making Process – Feb 2024
- Negotiation Skills and Policy Brief Writing – Feb 2024

INTERESTS

- Planning, monitoring and evaluation
- Policy Development and governance
- Dynamic skills learning

Referees

Available upon request