**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name : Chege John Muiruri

Date of Birth : 20th August, 1993

Marital Status : Married

Religion : Christian

National ID Number : 31430394

Mobile Number : 0711745157

Address : 1293, 00400 Nanyuki

Email Address : johnmuirurich@gmail.com

Language : English (U.S & U.K)

**CAREER OBJECTIVE**

To showcase professionalism and competence in all my duties to contribute positively toward organizational growth and sustainable success

**EDUCATIONAL BACKGROUND**

2011- 2013: Kenyatta University. Bachelor of Education (Arts); Second Class Honors (Upper Division)

2006- 2009: Garrison High School, Kenya Certificate of Secondary Education (KCSE Mean Grade B+)

**PROFESSIONAL EXPERIENCE**

January 2014 – March 2015: Kenya Commercial Bank, Nairobi.

 Position: Customer Care Desk Manager

 Role: Information handling

Responsibilities

* Monitoring daily tasks on the floor
* Overseeing the processing of banking services such as loans
* Helping customer
* Handling communication and information issues

**SEMINARS ATTENDED & AWARDS**

August 2013: Youth Entrepreneurship Program Powered by the Safaricom Foundation – Organizing committee member

August 2013: Nairobi Innovation Week at the JKUAT - Participant

**OTHER SKILLS & QUALIFICATIONS**

* Office Keeping
* Computing Skills
* Quantitative and Qualitative Research and Data Management
* Computer programming (AutoCAD, HTML, C++, E-VIEWS, MATLAB, STATA, SPSS, and JAVA).
* Proven writing skills
* Proficient creative writing skills
* Accounting
* Auditing
* Statistics
* Excellent communication skills

**HOBBIES & INTERESTS**

* Adventure
* Blogging
* Nature trail
* Watching birds
* Making new friends
* Feeding animals
* Surfing the Internet

**REFEREES**

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Kenya Commercial Bank

General Manager

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