

CURRICULUM VITAE.

PERSONAL INFORMATION:

NAME: MICHAEL NJUGUNA NJAU
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BIOGRAPHY

DATE OF BIRTH: 8TH MAY 1995
NATIONALITY: KENYAN
GENDER: MALE
MARITAL STATUS: SINGLE
RELIGION: CHRISTIAN.

COBJECTIVE:

1. To work with efficiency and self motivation to achieve best results and satisfy client's needs within the shortest time possible,
2. To develop skills necessary to steer our nation to fast economic growth.

PROFESSIONAL EXPERIENCE

- SALESPERSONS TECNO MOBILE COMPANY KENYA JUNE –SEPTEMBER 2014
- FRENCH TEACHER AT DAYSPRING ACADEMY JANUARY –MAY 2014
- WORKED WITH AIRTEL-KILIMO SALES DEPARTMENT FOR 3 MONTHS

EDUCATION BACKGROUND:

INSTITUTION	PERIOD
PROFICIENCY IN Ms word, Excel, Word press, PowerPoint presentation	
BACHELOR OF POLITICAL SCIENCE WITH INFORMATION TECHNOLOGY- MASENO UNIVERSITY	
DIPLOME D~ETUDES EN LANGUE FRANCAISE A1 (DELF A1)	ATTAINED 70 POINTS
THIKA HIGH SCHOOL	FEBRUARY 2010 TO NOVEMBER 2013
	ATTAINED 61 POINTS B PLAIN
BETHLEHEM ACADEMY	JANUARY 2007 TO NOVEMBER 2009,

	ATTAINED 395 MARKS
JOMO KENYATTA ACADEMY	JANUARY 2001 TO NOVEMBER 2006
MAKENA SCHOOL	JANUARY 1998 TO NOVEMBER 2000

SKILLS & ABILITIES

- ❖ . Computer literacy- MS WORD, MS EXCEL, MS POWERPOINT, WORDPRESS & ACCESS
- ❖ GOOD TECHNICAL, ORGANIZATIONAL, INTERPERSONAL & TERMS BUILDING SKILLS
- ❖ DIPLOMATIC & MULTI-CULTURAL SKILLS, STRONG ANALYTICAL & PROBLEM SOLVING SKILLS
- ❖ TEAM BUILDING & NETWORKING SKILLS
- ❖ PROPOSAL WRITING SKILLS
- ❖ BUSINESS PLAN WRITING SKILLS

SEMINARS:

HOBBIES:

PLAYING HOCKEY, NET BROWSING, LEARNING SKILLS, LISTENING TO MUSIC AND INTERACTING WITH FRIENDS.

LANGUAGES:

ENGLISH, FRENCH AND SWAHILI (BOTH WRITTEN AND SPOKEN), KIKUYU (SPOKEN).

REFEREES:

PLEASE CONTACT ANY OF MY REFEREES FOR COMPETENCE ON WORK ETHICS,DISCPLINE AND PERFORMANCE

1. MR SIMON GATHERU, HEAD TEACHER

BETHLEHEM ACADEMY

P.O.BOX 677

RUIRU .

2. MR. MWANGI

THE PRINCIPAL

THIKA HIGH SCHOOL,

