

# **CURRICULUM VITAE.**

## **PERSONAL INFORMATION:**

NAME: MICHAEL NJUGUNA NJAU  
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## **BIOGRAPHY**

DATE OF BIRTH: 8<sup>TH</sup> 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 DAYSRING 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, DISCIPLINE AND PERFORMANCE

1. MR SIMON GATHERU, HEAD TEACHER  
BETHLEHEM ACADEMY  
P.O.BOX 677  
RUIRU .
2. MR. MWANGI  
THE PRINCIPAL  
THIKA HIGH SCHOOL,

