

## **CURRICULUM VITAE**

### **PERSONAL DATA**

Name: Kevin Mbugua Chebbe

Postal Address: 2952-20100

Mobile Number: 0710880248

Nationality: Kenyan

Languages: English and Kiswahili all fluent

Date of Birth: 13<sup>th</sup> June 1988

Gender: Male

Marital status: Single

Religion: Christian

ID .No. : 27086557

Email Address: kevin.chebbe21@gmail.com

### **PERSONAL TRAITS**

#### **Professionalism**

Knowledge of general office and administrative support including administrative policies, processes and procedures, shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results: is motivated by professional rather than personal concerns: shows persistence when faced with difficult problems or challenges: remains calm in stressful situations.

#### **Communication**

Speaks and writes clearly and effectively; listen to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two way communication tailored language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork**

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise: is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position: shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Objective**

To work in an organization that gives opportunity for growth and to impart my knowledge to the benefits of the organization and those that I come into contact with.

**Work/Training History**

**May 2012- August 2012:** Attached to Access Kenya Limited

**Educational Background**

**2008 to date:** Kenyatta University Bachelor of Commerce (Marketing option)

**2004-2007:** Loreto Nakuru School

Kenya Certificate of Secondary Education (KCSE)

Mean Grade B

**2000-2003 :** Archbishop Ndingi Academy

Kenya Certificate of Primary Education (KCPE).

**LEADERSHIP EXPERIENCE**

Secretary to the Young Catholic Students

(YCS) Movement in the year 2007 in

Loreto Nakuru School

## **COMMUNITY INVOLVEMENT**

As a member of the Kenyatta University  
Geography club, I have participated in  
motivational speaking at Arinyiro Secondary  
School in Nyahururu

## **COMPUTER SKILLS**

- MS Office
- Microsoft Word and Excel

## **SPECIAL SKILLS**

- Good problem solving skills and creative qualities.
- Flexibility and adaptability.
- Good interpersonal, presentation and communication skills.
- Capacity to meet tight deadlines.
- Outstanding organizational and analytical skills.
- Ability to work in a collaborative environment as a team player.
- Multi-discipline, diverse culture liaison and rapport.

## **REFEREES**

Dr. Edwin Gimode

Dean of Students

Kenyatta University

P.O. Box 43844 -00100

Nairobi

Mr. Gabriel Ndungu

Marketing Manager, Access Kenya

[thgabu@gmail.com](mailto:thgabu@gmail.com)

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