

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 th 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

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