**CURRICULUM VITAE**

**JOSEPH KIHONGE KIRUMA**

**P.O BOX 1013, NAIROBI KENYA 00618**

**TEL NO: 0798309939**

**EMAIL: josephkiruma47@gmail.com**

**PERSONAL DETAILS**

**ID no :**35768693

**Date of Birth :**18/01/1999

**Marital Status**  : Single

**Gender**  : Male

**Religion** : Christian

**Nationality :**Kenyan

**Current Residence :**Nairobi

**PERSONAL PROFILE**

* A highly motivated, confident individual with exceptional multitasking capabilities and able to work in a target driven environment without supervision.
* Hardworking with excellent attendance and punctuality records who can work equally well alone or as part of a team.
* Can communicate effectively with people from diverse backgrounds and would be an asset to any employer who respects loyalty and responsibility.
* Works well with computers, tablets and phones and has IT knowledge that will be of help in the work place.

**PERSONAL ATTRIBUTES**

* Hardworking
* Excellent interpersonal and communication skills
* Ability to work under minimum supervision
* Excellent teamwork and coordination capability
* Outgoing
* Readily available

**MY CAREER OBJECTIVE**

To secure a challenging position in a reputable organization to expand my learning, skills and knowledge and skills, while making a significant contribution to the success of a company.

**ACADEMIC QUALIFICATIONS**

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| **YEAR** | **INSTITUTION** | **CERTIFICATE ATTAINED** |
| **2006-2012** | **RUARAKA ACADEMY** | **KENYA CERTIFICATE OF PRIMARY EDUCATION** |
| **2013-2016** | **UTUMISHI ACADEMY** | **KENYA CERTIFICATE OF SECONDARY EDUCATION** |
| **2017-2021** | **KCA UNIVERSITY** | **Bachelor of business and information technology ONGOING** |

**ADDITIONAL SKILLS**

**Coding & Computer Skills:**Data analysis, MS Office packages such as MS Access, MS Office, MS Excell and MS Power point, JAVA, MySQL, Mobile programming, Computer networks and PhP.

**Communication skills-** human resource training and organizational management.

**Language Skills:** Fluent English and Swahili both written and spoken