

PERIS WAIRIMU NJOROGE

PERSONAL DETAILS

Date of Birth : 12/01/1989
Nationality : Kenyan
Marital Status : Single
Address : 193-01001 Kalimoni.
Contact Tel : 0715-247 985
Email : njorogeperis764@gmail.com
Language : English, Kiswahili (Fluent in written and spoken)

OBJECTIVES

To acquire the key attributes and skills that distinguish top performers and master the capabilities demanded in a tough business and work environment which would provide a strong foundation to sustain my professional growth and performance improvement, while I serve diligently by utilizing my acquired skills, knowledge and competencies to steer the organization towards realizing its goals and objectives.

ACADEMIC QUALIFICATION

UNIVERSITY OF NAIROBI (UON) – MAIN CAMPUS 2010 -2015
Bachelor of Arts (Sociology and Political Science & Public Administration)
Attained – Second Class Honours (Upper Division)
P.O Box 30197 – 00100, G.P.O, Nairobi

UNIVERSITY OF NAIROBI (UON) – MAIN CAMPUS 2012 -2014
Two-year Course in Psychology

NGINDA GIRLS SECONDARY SCHOOL 2005 - 2008
Kenya Certificate of Secondary Education (KCSE, attained Mean Grade B+ (plus)
P.O Box 9, Maragua, Kenya.

GACHORORO PRIMARY SCHOOL 1997 – 2004
Kenya Certificate of Primary Education (KCPE, attained 366/500 marks)
P.O Box 470-01001, Kalimoni.

RESPONSIBILITIES/LEADERSHIP SKILLS

AT UNIVERSITY : Class Representative – International Relations
Member of Main Campus Christian Union (MCCU)

AT HIGH SCHOOL : School Captain, Leader and Active Member of Various Clubs

PRIMARY AT SCHOOL : Prefect Class 1-6; Head Girl (Std. 7)

PERSONAL ATTRIBUTES

- Excellent Leadership skills
- A good team player who upholds integrity.
- A fast learner with excellent interpersonal and communication skills.
- Self-motivated and performance driven, dependable and trustworthy
- Great attention to detail and ability to prioritize
- Good customer service relations

WORK EXPERIENCE

PROFICIENT WRITING SERVICES

Feb 2015 – To Date (Part Time)

- Online Academic Research
- Essay writing
- Transcription
- Writing research projects and proposals

PANJO DATA CENTRE

Nov 2015 – To Date (Part Time)

- Data entry
- Customer care relations
- Part time tutor in computer classes

VINTAGE GREENS LIMITED - Internship

March 2015 – May 2015

Main Responsibilities:

Filing, Data entry, Typing Contract documents etc.

IEBC

March 2013

Polling clerk

KAGUTHI SECONDARY SCHOOL.

May 2009 – Jan 2010

B.O.G Teacher (English/CRE)

- Prepared schemes of work and lesson plans for classroom teaching.
- Set internal examinations for student's evaluation.
- Marked students' examinations.
- Recorded and entered students' marks and grades to the database.
- Accompanied students during trips and games.
- Guided and counselled students facing various difficulties and challenges.

PROFESSIONAL QUALIFICATIONS

❖ PANJO DATA CENTRE

Certificate in Computer Packages (attained Distinction)

(Ms. Word, Ms. PowerPoint, Ms. Excel, Ms. Publisher, Ms. PageMaker, Corel Draw, and Internet)

❖ KEEPING AWAY THREATENING ABUSE AND ADDICTION (KATAA INITIATIVES)
Certificate in Basic Counselling Skills & Drug Awareness Training Course

ADDITIONAL SKILLS

- Teaching proficiency.
- Excellent research, decision making, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Computer proficiency.
- Guidance and counselling skills.

INTERESTS

- Community service
- Reading
- Guidance and counselling
- Socializing
- Conducting online research on various issues and topics

REFEREES

1. Ms. Pauline Wanjiku
Director - Panjo Data Centre
P.O. Box 498
Kalimoni.
Cell: 0723 379 987
Email: panjodc@gmail.com
2. Mr. John N. Muiru
Human Resource Manager – Vintage Greens Limited
P.O. Box 193
Kalimoni, Thika
Cell: 0728 547 237
Email. vintageconsultants01@gmail.com
3. Madam Lilian Owiti
Lecturer - University of Nairobi
P.O. Box 30197
Nairobi
Cell: 0722 731 160
Email. awuorwenwa@yahoo.com
4. Rev. Peter M. Macharia
P.O. Box 730 – 10101
Karatina.
Cell: 0722 386 940
Email: rev.mwangi@gmail.com