

# PERIS WAIRIMU NJOROGE

## PERSONAL DETAILS

Date of Birth : 12/01/1989  
Nationality : Kenyan  
Marital Status : Single  
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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 ATSCHOOL : 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](mailto:panjodc@gmail.com)*
2. Mr. John N. Muiru  
Human Resource Manager – Vintage Greens Limited  
P.O. Box 193  
Kalimoni, Thika  
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*Email: [vintageconsultants01@gmail.com](mailto:vintageconsultants01@gmail.com)*
3. Madam Lilian Owiti  
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