

NJUGUNA IMMACULATE MUTHONI

CURRICULUM VITAE

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NATIONALITY: KENYAN

IDENTIFICATION NUMBER:38039235

DATE OF BIRTH: 9TH MAY 2000

LANGUAGES: ENGLISH, KISWAHILI, AND KIKUYU

PERSONAL STATEMENT

I am an excellent communicator and a good team player, competitive and of high integrity who is also results oriented. I am a professional of high ethics who believes in leaving an organization better than I found it through meeting targets and achieving goals.

EDUCATION BACKGROUND

August 2019 – 2023 May

Bachelor of project planning and management

KARATINA UNIVERSITY

January 2015 – 2018

Kenya Certificate of Secondary Education

MOI GIRLS' HIGH SCHOOL -ISINYA

January 2007 – 2014

Kenya Certificate of Primary Education

ST LUKES' PRIMARY SCHOOL- LOITOKITOK

SUMMARY OF COURSES AND SKILLS

Environmental impact assessment, project management and strategic planning concept, information technology I project management, project proposal and field reports, consultancy in project management, technical viability of projects and cost forecasting, project implementation and monitoring, communication skills, information literacy. financial accounting 1 and 2, microeconomics, operation research, disaster and conflict management, gender studies, change management and computing skills.

Skills

- Report writing skills
- Information technology
- Organization skills
- Time management
- Critical thinking and problem-solving
- Motivation
- Teamwork
- Customer service
- Communication skills
- Sales and marketing

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

ATTACHMENT MINISTRY OF WORKS (Loitokitok sub county)

activities done

Acted as a personal assistant to the subcounty works officer in overseeing all projects in the sub county. That is feasibility studies, report writing assessing the environment and monitoring and evaluation.

Skills gained

- Better Communication skills
- Listening skills
- Subordination
- Computer skills

Work experience

1. company:

ICEA LION GROUP ASSURANCE (June 2023 - to August)

Position

Financial Advisor

Roles

- Sales and Marketing of insurance policies
- Public education on financial literacy

Skills and experience gained:

- Interacting with different kinds of people
- Travelling to different parts of Kenya
- Financial planning skills
- Social skills
- Communication skills

- Teamwork

Achievement

- Making my first sale within the first meeting
- Maintaining discipline and attending all branch meetings

2. Company

Supal investments limited

Position

Field officer

Roles

Running all field activities

Skills and experience gained

- Communication skills
- Sub-ordination skills
- Teamwork skills
- Time management

Achievements

- Increasing company production by hitting weekly and monthly targets

3. Company

Equity group foundation

Position

Data entry clerk

Roles

Collecting data from the field, analyzing it and entering it into the organization's dmis system

Skills and experience gained

- Data entry skills
- Report writing skills
- Google worksheet skills

Achievements

The project was successfully accomplished and thus closed on time.

LEADERSHIP

- primary school class prefect
- high school Young Christian Society disciplinarian
- Red Cross Group official at the university as well as catholic Association small Christian community chair person.

INTEREST AND HOBBIES

- Proactive community activities like clean ups and tree planting
- community development
- exercising and healthcare
- outdoor activities such as camping
- team sports(football) and traveling
- club memberships
- journalling
- cooking
- photography
- dancing
- reading novels,

Reference

Francis kagama wathigu

Nature Kenya

Coast region coordinator

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