

## **CURRICULUM VITAE (CV)**

### **PERSONAL DETAILS**

**NAME: Kenneth Kuria**

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**MOBILE PHONE NO: +254111745040**

**NATIONALITY: Kenyan**

**LANGUAGES SPOKEN: Swahili, English**

### **PROFESSIONAL SUMMARY**

Result-driven and experienced leader bringing a good business sense and in-depth understanding of operations. Capable of operating small machinery and major farm equipment with safety and accuracy. Seeking a challenging new role with a growing operation. Confident student seeks opportunity to develop skills in Finance, economics, resource management and leadership. Flexible team player with good communication skills for helpful, adaptable support. Fit and healthy to meet economical demands. Strategic planner prioritises sustainable practices, budget management and team development. Employs superior interpersonal and planning skills to guide daily operations to achieve targets. Monitors trends to devise winning long-term strategies and adapt to changing situations.

### **WORK EXPERIENCE**

**Poultry farm manager,**

**Mar 2023 -Aug 2023**

- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Raised and hand-sowed certified natural crops including cabbages and maize.

- Used [Type] as environmentally friendly practice to replace chemical insecticides.
- Performed daily farm facility inspections to identify risks and take immediate action to eliminate hazardous conditions.
- Developed advanced understanding of farm operations, including purchasing needs and labour requirements.
- Checked farmland for issues in need of attention, such as fences to mend and broken pipes to fix.
- Used recognised breeding practices to stabilise and improve animal stock.
- Worked closely with employees to improve practices, techniques and safety choices, optimising performance and minimising waste.

## **Store keeper**

### **Ucekeini High March 2023-July2023**

- Covered extra shifts and maintained flexible schedule to achieve store goals.
- Helped implement new operating procedures for decreasing check-out time.
- Documented stock count and operations to track usage and procurement.
- Managed customer lines for minimum wait times and high satisfaction.
- Requested and checked customer IDs at checkout for age-restricted products.
- Explained establishment policies to customers and offered advice on selections.
- Inspected products for damages and expiry dates before processing refunds.
- Identified discrepancies in stocks through regular inventory management.

## **Data Entry Typist**

**Smart Cyber Mar 2021-Dec 2022**

- Performed periodic system backups to secure data, helping to minimise data loss.
- Planned time strategically to complete large workloads to tight deadlines.
- Maintained continued confidentiality and discretion when handling sensitive data and documentation.
- Introduced new filing system to reduce file location time.
- Understood requirements and procedures for different projects, completing tasks successfully with minimal supervision.
- Provided additional administrative support to managerial department.
- Managed document formatting in Microsoft office word,excel,publisher to achieve meticulous presentation in line with style guidelines.
- Summarised information to produce concise, effective documents.
- Prepared comprehensive documentation within tight turnaround times.
- Provided full transcripts and summaries with exceptional accuracy.
- Checked completed documents for spelling, grammar and punctuation to ensure correctness.
- Developed office and typing practices resulting in increased personal efficiency.

### **SKILLS**

- SMART goal setting
- Systems and automation applications
- Change management
- Key accounts and territory management
- Performance development
- Program oversight
- Financial management

- Operations oversight
- Project budgeting
- Microsoft Excel,word ,publisher
- Relief store keeping
- Inventory accounting
- Just In Time stock control
- Outstanding communication skills
- Team-orientated
- Flexible schedule
- Exceptional leadership
- Store management

**EDUCATION**

<b>INSTITUTION</b>	<b>QUALIFICATION</b>	<b>YEAR</b>
<b>Machakos University</b>	<b><i>Bachelor of Arts(Economics , Sociology and Geography</i></b>	<b>2022</b>
<b>KASNEB</b>	<b><i>Professional Certificate(CPA)</i></b>	<b>2022</b>
<b>Giakanja High</b>	<b><i>KCSE</i></b>	<b>Jan 2018- March2022</b>
<b>RosePark Academy</b>	<b><i>KCPE</i></b>	<b>Feb 2016-Dec 2017</b>

## **Referees**

1. Madam Salome Mburu

Farm Manager

Phone No: +254721325347

2. Rosemary Mburu

Executive Director -WACI Health

Phone No: +254711308858

3. Mr James Kariuki

Director -Smart Cyber

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