

CURRICULUM VITAE

KENNEDY KANYUA

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Bio Data

Gender : Male
Nationality : Kenyan
Address : 33757 - 00600, Nairobi
Languages : English and Swahili

CAREER OBJECTIVES

To support the growth and profitability of any organization that provides an environment to Challenge my abilities, working experience for personal growth and skill acquisition.

EDUCATION BACKGROUND

- 2009

Seniors driving school -Buru Buru

- **Acquired my driving lessons class BCE**

Nairobi Aviation College

- **Diploma in Broadcast Journalism (ICM)**
- **Diploma in Media Law and Ethics (ICM)**
- **Diploma in mass communication (internal exams)**

- 2002-2005

Oloolua Secondary school

- **Kenya certificate of secondary education.**

- 1993-2001

Huruma Academy.

- **Kenya certificate of primary education**

WORK EXPERIENCE

KK TRANSPORTERS LTD (2021MARCH-PRESENT)

Designation: Administrative Assistant

- ◆ Basic accounting and bookkeeping.
- ◆ Maintain organized filing methods.
- ◆ Manage the company budget within the office (supplies and expenses.)
- ◆ Create expenses or other reports.
- ◆ Answer calls and direct calls accordingly.
- ◆ Keeping track of inventory.
- ◆ Prepare presentation materials or documents as required by the management

- ◆ Prepare computerized correspondence, bills, checks, invoices, statements, receipts and other relevant documents.
- ◆ Others tasks like direct sale, loading and offloading of fuel to customers.

A-LIST EVENTS LIMITED 2020(Sep-Feb 2021)

Designation: Company driver and Technician

- ❖ Arranging tents, lights and decor for transportation.
- ❖ Site visits to determine the quantity and quality of work.
- ❖ Liaising with different clients to implement their vision to reality.
- ❖ Setting up and setting down of equipment.

BRAND AMBASSADOR FOR DIFFERENT COMPANIES (Part time jobs)

True Blaq Limited

- ◆ Bar activations for different alcoholic products.
- ◆ Safaricom home fibre sales and activations.
- ◆ Brand exposures.

ACE media

- ◆ Safaricom Skiza tunes activation and sales
- ◆ Road shows and merchandising.

ONLINE TAXI DRIVER 2018 JAN-AUG 2020

- ◆ Works with Uber and Taxify online platforms.
- ◆ Sourcing for clients.
- ◆ Picking and dropping clients to different locations.

POWERTALKS LIMITED 2017(May-December)

Designation: personal driver

- ◆ School drops and pickups.
- ◆ Shopping and office errands.
- ◆ Visits and excursions to different locations.
- ◆ Airports pickups and dropping.

MINI BAKERIES LIMITED NAIROBI HEADQUARTERS 2016

Designation: slicer/packing attendant

- ◆ Cutting bread into different sizes for packaging.
- ◆ Packing the bread into different packages according to size
- ◆ Arranging and counting of the breads into crates for sale.
- ◆ Loading the packed bread onto Lorries for transport to different markets.

WASAMARIA WEMA COMMUNITY PROJECT (Nairobi, Kenya) 2015-Present

Designation: Volunteer

- ◆ Supervising the children on a daily basis.
- ◆ Taking photos and video for the community's website and social media accounts.
- ◆ Keeping records of attendance and managing their store.

FAITH POLYBAGS LIMITED (Nairobi, Kenya) 2013-2015

Designation: Store Attendant

- ◆ Offering bank agency services such as deposits, withdraws and registration of new mobile lines.
- ◆ Selling of calling cards, carpets, polythene bags, office and school stationeries.
- ◆ Maintain cleanliness of store.
- ◆ Handle cash, change and operate the cash register.
- ◆ Keeping records of all the purchases made, deliveries made, debts paid, etc.
- ◆ Offering customer services such as after sale services.

LEACE (K) LIMITED 2010-2012

Designation: Business Administrative Assistant

- ◆ Coordinate messenger and courier service, receive, sort and distribute incoming mail.
- ◆ Prepare outgoing mail for distribution, fax, scan and copy documents.
- ◆ Maintain office filing and keep office area clean and tidy.
- ◆ Event planning and implementation
- ◆ Monitor and maintain office supplies.

RANDOM GROUP LIMITED 2009-2010

Designation: Cameraman/ Photojournalist

- ◆ Shooting videos for a music event called WAPI (words and pictures) at BRITISH COUNCIL.
- ◆ Collection of cameras from our office in Hurlingham to the shoot scenes.
- ◆ Editing the videos and photos for distribution to different customers.
- ◆ Assist with event planning and implementation, monitoring and maintaining office supplies.

SKILLS

- ◆ Works well under pressure with minimum supervision.
- ◆ Team player and can work with people of various backgrounds and personalities.
- ◆ Excellent communication, interpersonal skills and a fast learner of new tasks and skills
- ◆ Ability to think creatively and strategically with problem solving skills

REFEREES

**ALEXANDER MUSYOKA WAMBUA,
HUMAN RESOURCE ADMIN,
KK TRANSPORTERS LTD.
0720 778 722**

**MAUREEN WAZIRI
DIRECTOR,
A-LIST EVENTS AND MANAGEMENT,
0714 805 459**

**DR WALE AKINYEMI,
CHIEF TRANSFORMATION OFFICER,
POWERTALKS LIMITED,
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