

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**



Name : Michael Nderitu  
Nationality : Kenyan  
Date of Birth : 14/04/1990  
Marital Status : Single  
Religion : Christian  
Height : 5'8Fts  
Passport No : BK554634  
Date of Issue : 20/02/2024  
Expiry Date : 20/02/2034  
Languages : English Swahili  
Phone no. : 0724 883073  
Email : mwanikim766@gmail.com



## **CAREER OBJECTIVE**

To integrate the knowledge and skills acquired in formal and

informal education to achieve collective development and

fulfillment of both organizational and personal goals.

My competence is vested in intrinsic motivation, team work

and the ability and implement new skills while tackling challenges with diligence.

## **PERSONAL PROFILE**

- Persistent and flexible approach to the mutually beneficial achievement of the organization and personal goals.
- Self-confident and enthusiastic.
- Strong relationship management skills.
- Excellent interpersonal and intrapersonal communication skills.
- Good administration and customer service skills.

## **EDUCATION BACKGROUND**

<b>2022 - 2023</b>	<b>NAIROBI TECHNICAL</b>  CERTIFICATE IN REFRIGERATION AND AC
<b>2014-2015</b>	<b>KENYA INSTITUTE OF MANAGEMENT</b>  CERTIFICATE IN MAGEMENT
<b>2009</b>	<b>KENYA UTALII COLLEGE</b>  CERTIFICATE OF ATTENDANCE
<b>2005-2008</b>	<b>JOMO KENYATTA HIGH SCHOOL</b>  KENYA CERTIFICATE OF SECONDARY EDUCATION
<b>1997-2007</b>	<b>HARAMBEE KHALSA PRIMARY SCHOOL</b>  KENYA CERTIFICATE OF PRIMARY EDUCATION

## **PERSONAL SKILLS**

- The ability to work proactively and use intuition.
- Excellent concentration skills
- The ability to remain alert and aware of surroundings.
- An ability to remain patient and calm under pressure.
- Understanding of the technology used within the company.
- Ability to work well with others.

## **REFRIGERATION AND AIR CONDITIONING**

### **SUBJECT COVERED**

- Mounting compressor
- Gas welding
- Charging refrigeration system
- Replacing filter dryers
- Economic use of raw materials
- OSHA
- Proper use of tools

## **HOBBIES**

- Traveling
- Watching
- Reading Novels

## **REFERENCE**

Provided upon request



Peeling



1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26



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**THE KENYA INSTITUTE OF MANAGEMENT**

*This is to certify that*

**Mwaniki Michael Nderitu**

*having completed the prescribed course of study and  
passed the required examinations  
has been awarded*

**Certificate in Management**

*Given under the Common Seal of*

**THE KENYA INSTITUTE OF MANAGEMENT**

*This* 18<sup>th</sup> *day of* June *Year* 2015

Director, KIM School of Management

Executive Director, KIM



Student Admission Number

CCM/KIM/16603/15



ED/B 100 (Rev.)

REPUBLIC OF KENYA

MINISTRY OF EDUCATION

# KENYA SECONDARY SCHOOL LEAVING CERTIFICATE

JOMO KENYATTA HIGH SCHOOL

P.O. BOX 1128, NAKURU

Admission/Serial No 9604

MICHAEL MWANIKI

THIS IS TO CERTIFY THAT

entered this school on 16-2-2005 and was enrolled in

Form ONE, and left on 17TH NOVEMBER, 2008 from

Form FOUR, having satisfactorily completed the approved

course for Form FOUR

Date of Birth (in Admission Register) 1990

Headteacher's report on the pupil's ability, industry and conduct

HAD BEEN DISCIPLINED, HARDWORKING, HONEST AND RELIABLE

STUDENT. WAS A RED CROSS MEMBER.

Pupil's Signature

Date of Issue

Signature

Headteacher

This certificate was issued without any erasure or alteration whatsoever.



**KENYA UTALII COLLEGE**  
**NAIROBI**

*Certificate of Attendance*

**This is to certify that**

*Mwaniki Michael Nderitu*

has attended and successfully completed  
a course in **Kitchen Operation Techniques**

From **5<sup>th</sup> October, 2009** To **3<sup>rd</sup> November, 2009**

In which the following was offered:-

- **Preparation and Presentation of Various Dishes**
- **Application of the Basic Cooking Methods**
- **Preparation of Stocks, Sauces and Soups**
- **Organisational Set-up of a Kitchen**
- **Kitchen Hygiene and Sanitation**
- **Economic use of Raw Materials**
- **Simple Canapes and Desserts**
- **Salads and Salad Dressings**

Director of Studies

\*\*\*\*\*

Principal

Date: *3<sup>rd</sup> November, 2009*

Ref No: *PP/KOTJ/2009/017*





Since 1954

63886

# THE KENYA INSTITUTE OF MANAGEMENT

## ACADEMIC TRANSCRIPT

**CERTIFICATE COURSE IN MANAGEMENT**  
**STUDENT NAME :** MWANIKI MICHAEL NDERITU

**ADMISSION NO :** KIM/16603/15

**DATE OF EXAM :** JUNE 2015

<u>SUBJECT CODE</u>	<u>SUBJECT NAME</u>	<u>GRADE</u>
CCM 100	PRINCIPLE OF MANAGEMENT	[C]
CCM 101	PRINCIPLE OF ACCOUNTS	[B]
CCM 102	BUSINESS COMMUNICATION AND OFFICE MANAGEMENT	[C]
CCM 103	INTRODUCTION TO LAW	[C]
CCM 104	PRINCIPLES OF PURCHASING	[B]
CCM 105	PRINCIPLES OF MARKETING	[D]

### OVERALL RESULTS : CREDIT

#### KEY TO GRADES

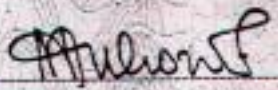
DISTINCTION	[A] 80% - 100%	UPPER CREDIT	[B] 65% - 79%	CREDIT	[C] 50% - 64%
PASS	[D] 40% - 49%	FAIL	[E] 0% - 39%		

**NB.** Exemption [\*]      Exam Irregularity [Y]      All Complete Except Project and Attachment [ACERA]  
CRT - Credit Transfer

  
**HEAD, EXAMINATIONS**

Printed On: 30 July 2015



  
**HEAD, BRANCH SERVICES AND CERTIFICATION**