

KELVIN MWENDWA MBITHI

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GENDER: Male

D.O.B: 14th January 1989

ID. NO.: 27261703

I am a self driven, result oriented individual with an ambition of learning in any new environment as a way of making myself an asset in to the organization or company.

CAREER OBJECTIVE

To find an opportunity where I can best utilize both professional & social skills I have acquired through training or in life.

PROFILE

Key competencies:

- An excellent team player with good interpersonal and analytical skills.
- Energy and ability to work independently with minimum supervision to achieve desired results
- High degree of integrity to deliver according to firm and client requirements
- Innovative and effective problem solver
- Ability to set own targets and work plan.
- Strong work ethic and an ability to handle unexpected situations at a moment's notice.
- Has been nominated as the best supporting actor at KALASHA FILM & TV AWARDS.

EDUCATION

- **B.A(Degree in Sociology and Psychology)** 2008 – 2011
University of Nairobi
- **Certificate in Information and Technology** 2008 - 2009
Corner Stone Training Institute
- **Kenya certificate of secondary Education** 2003 - 2007
Mean Grade: C+
Mbooni Boys High School

WORKING EXPERIENCE

COCA COLA GROUP

June. 2010 – to date

Theatre-Extra

Responsibilities:

- Playing the role Jaymo in a TV series “CHANGING TIMES” which is aired in the local audio-visual broadcasting stations(KTN).

NOOR SERVICES COMPANY-EASTLEIGH

Sept. 2009 – Dec. 2009

Assistant Consultant

Responsibilities:

- Filing of general office correspondences
- In charge of office Stationery
- Client interviews

MANTHI MASIKA ADVOCATES & CO.

Jan.2008 – June 2008

Filing Clerk

Responsibilities:

- Filing of
 Legal documents
 Research on various legal issues on the internet
 General Office correspondences
- In charge of office Stationery

RESPONSIBILITIES

- **Entertainment Captain**
- **Drama group Leader**
- **Scout Leader**
Mbooni Boys High School

2004-2007

HOBBIES

- Acting
- Traveling
- Socializing
- Theatre/ Dancing
- Listening to Music
- Watching movies

REFEREES

1. Mrs. CATHERINE MUMBI MUSILU,
EXECUTIVE ASSISTANT
MANTHI MASIKA ADVOCATE & CO.
TEL: 0722 291090
MACHAKOS-KENYA

2. Mr. FREDRICK MUSEMBI,
SENIOR ACCOUNTANT
NOOR SERVICES COMPANY
TEL: 0725767296
NAIROBI-KENYA

3. Mr. STANSLOUS MAINGA,
PRODUCTION ASSISTANT

BETA HEALTHCARE INTL.
TEL: 020 530106
NAIROBI-KENYA