

# KELVIN MWENDWA MBITHI

**P.O.BOX 24-90100 MACHAKOS**

**E-mail: mbithikev@gmail.com**

**PHONE +254-722-950 373**

**GENDER: Male**

**D.O.B: 14<sup>th</sup> 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>B.A(Degree in Sociology and Psychology)</b><br>University of Nairobi                             | <b>2008 – 2011</b> |
| ▪ <b>Certificate in Information and Technology</b><br>Corner Stone Training Institute                 | <b>2008 - 2009</b> |
| ▪ <b>Kenya certificate of secondary Education</b><br><b>Mean Grade: C+</b><br>Mbooni Boys High School | <b>2003 - 2007</b> |

## 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