**MOSES MBUGUA**

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# PROFILE

A results-oriented achiever with excellent track record in previously undertaken work. Ambitious to work in a dynamic and rewarding environment that seeks aggressive, ready to learn and self-drive individuals in order to archive organizational goals and objectives.

# SUMMARY

A holder of a bachelor of science degree in Economics and Statistics with professional experience in office administration, quantitative and qualitative research, software installation and configuration, computer maintenance and repair, networking and internet troubleshooting, accounts as well as financial record and book-keeping.

# OBJECTIVE

To excel in the economics, statistics, administration and ICT world and get a better understanding of the dynamics surrounding it, uphold high standards of integrity as well as enhancing my professional standards with more technical knowledge. This will help me advance to high cadres of my education and career and be an indispensable asset to the organization by providing exceptional results where least expected.

# WORK EXPERIENCE

**JANUARY 2024 TO DATE:** Administration Assistant at Tharaka University.

Works as an admin assistant at the Faculty of Humanities and Social Sciences. I do general faculty support to students and staff, schedule meetings and appointments, coordinate logistics for meetings, prepare, produce and issue provisional transcripts, register students at the faculty, write minutes and memos, plan and coordinate faculty’s budgetary estimates as well as process and present students for graduation.

**SEPTEMBER 2021 TO JANUARY 2024:** IT Technician at Tharaka University.

Worked as an IT Technician, computer lab attendant, IT user support to students and staff, also helped in teaching TVET courses in the institution.

**FEBRUARY 2020 TO DECEMBER 2020:** Research Assistant at Kenya National Bureau of

Statistics.

Planned and conducted interviews to collect data on various surveys in Kwale, Taita Taveta and

Uasin Gishu counties.

**FEBRUARY 2019 TO JANUARY 2020:** Accounts and Administration Assistant at Salim

Wazaran Kenya Limited.

Learned the operation of the company and performed duties including filling, record keeping and posting invoices.

# EDUCATION BACKGROUND

**September 2024 to Date;** Tharaka University

Master of Science in Economics.

**September 2014 – November 2019:** Egerton University

Bachelor of Science in Economics and Statistics.

Second Class Honors.

**December 2019**: Safe Ride Africa Driving School, Donholm.

Category B1 and C1.

**March 2014-May 2014**: Jamuk Computers.

Certificate in computer literacy/Computer Packages.

Distinction.

**February 2010-November 2013**: Chavakali High School.

Kenya Certificate of Secondary Education.

**January 2007-November 2009:** Mululu Primary School

Kenya Certificate of Primary Education. K.C.P.E

# HOBBIES AND INTRESTS

Playing Soccer and Drafts

Travelling

Community service

Photography

# SKILLS

Flexibility and adaptability

Collaboration

Persuasion and communication skills

Emotional intelligence

Time management

Computer skills

Problem solving and attention to details