

# Resume: Clement kirui

## Personal Information

Title(Mr/Mrs/Dr/eng) Mr

First Name Clement

Last Name kirui

Email Address clementkirui457@gmail.com

Cell 0723298254

Nationality Kenya

Gender Male

Current Employer

Area of practice Project Managment

Employment Type Full-Time

Tags

Current Salary

Desired Salary KES 50,000

Curriculum Vitae

Certificates and Transcripts

Letter of Motivation

## Education Profile (Academic/Professional Qualifications)

### Education

Institute karatina university

Certificate Name 3207

Study Area economics

Date to 11/04/2016

Date From 08/01/2012

### Education

Institute kericho high school

Certificate Name KCSE/11 0211562

Study Area KCSE

Date to 11/30/2011

Date From 02/01/2008

### Education

Institute lelagoi primary school

Certificate Name KCPE

Study Area KCPE

Date to 01/11/2007

Date From 01/01/2000

## Work/Employment Background

### Employer

Employer Name pixel paints company

Position sales and marketing lead

From Date 10/02/2023

To Date 11/20/2024

Phone 0724694902

Address P. o box 76041-00508, Nairobi

City Nairobi

### Employer

Employer Name MIDIBO company limited

Position general manger

From Date 01/02/2017

To Date 07/31/2023

Phone 0722485585

Address P.o box 00100

City Nairobi

### Employer

Employer Name kerio valley development authority

Position planning and research officer intern

From Date 10/03/2016

To Date 12/30/2016

Phone 0743909300/+254113571005

Address P.O BOX 2660-30100, ELDORET

City Eldoret

### Employer

Employer Name jubilee insurance

Position sales agent

From Date 05/01/2015

To Date 08/31/2015

Phone +254 709 901 000 or +254 719 222 111

Address P.O. Box 30376 - 00100 Nairobi, Kenya.

City Nairobi

## Skills

Skills

- 1. Project Management Skills**
  - Project Planning & Scheduling:** Ability to plan project timelines, allocate resources effectively, and set realistic milestones and deadlines.
  - Risk Management:** Identifying potential risks and developing strategies to mitigate them.
  - Budget Management:** Planning, tracking, and ensuring that the project stays within its allocated budget.
  - Scope Management:** Ensuring that the project scope is clearly defined and controlled, and any changes are properly managed.
- 2. Communication Skills**
  - Clear Reporting:** Ability to communicate project progress, issues, and results to stakeholders through reports and presentations.
  - Stakeholder Management:** Maintaining effective relationships with clients, team members, and other stakeholders.
  - Interpersonal Communication:** Actively listening, negotiating, and resolving conflicts to ensure smooth communication among team members.
- 3. Leadership and Teamwork**
  - Team Coordination:** Leading and motivating a project team, ensuring collaboration and productivity.
  - Delegation:** Assigning tasks to appropriate team members based on their strengths and skills.
  - Conflict Resolution:** Managing interpersonal conflicts and fostering a positive work environment.
- 4. Time Management**
  - Prioritization:** Ability to prioritize tasks effectively, balancing competing demands and deadlines.
  - Deadline Management:** Keeping track of deadlines and ensuring tasks are completed on time.
- 5. Problem-Solving Skills**
  - Critical Thinking:** Analyzing project challenges and coming up with practical solutions.
  - Adaptability:** Quickly adjusting plans and strategies when unexpected challenges arise.
- 6. Technical Skills**
  - Software Proficiency:** Familiarity with project management tools (e.g., Microsoft Project, Trello, Asana, Jira) and other software (e.g., Excel for budgeting, reporting tools).
  - Data Analysis:** Ability to interpret data to track project performance and outcomes.
- 7. Attention to Detail**
  - Ensuring all project details are accounted for, from schedules and budgets to**

deliverables and quality standards. 8. Analytical and Reporting Skills Performance Monitoring: Keeping track of key project metrics (time, cost, quality) and adjusting strategies as needed. Report Creation: Preparing detailed reports on project status, outcomes, and resource usage for internal and external stakeholders. 9. Negotiation Skills Ability to negotiate with suppliers, stakeholders, and contractors to get the best terms for the project. 10. Knowledge of Project Methodologies Familiarity with different project management methodologies such as Agile, Waterfall, PRINCE2, or Scrum, and understanding how to apply them to specific project needs. 11. Quality Management Quality Control: Ensuring project deliverables meet the defined standards and specifications. 12. Cultural Sensitivity Understanding cultural differences and managing projects with diverse teams, especially in international or cross-cultural settings. 13. Decision-Making Skills Informed Decision-Making: Making sound decisions based on available information and potential project impacts.

## Languages

Language

Language Name ENGLISH

Language

Language Name KISWAHILI

Language

Language Name KALENJIN

## Statement of Faith (\* Required for AGC Tenwek Applicants)

Statement of Faith

## Applicant Declaration