

# Eunah Ruguru Njoroge

P.O BOX 1353-00900, Kiambu. Kenya

Email: [ruguru19@gmail.com/njorogeeunah@yahoo.com](mailto:ruguru19@gmail.com/njorogeeunah@yahoo.com)

Facebook: (Eunah Njoroge) Twitter: eunah njoroge (@ruguru19)

Gender: Female

## Profile

---

I am a diligent Communication Graduate with sound university level education, able to confront and overcome challenges while at the same time maintaining flexibility to suit the dynamism of present day world. Am committed to growth through professional development with a high degree of integrity and dedication to my work. I always strive to achieve my objectives with the minimum allocated resources enabled by my strong analytical and team player attributes with ability to lead and mentor others.

## Summary of Qualifications

QUALIFICATION	DEMONSTRATION
<b>Excellent writing, editing and communication skills</b>	My B.A degree training included units in writing short newspaper articles, editing articles for individuals and also from books, newspapers and magazines. My current job involves ordering and receiving goods from suppliers. I effectively interact with customers and clients to deliver the best possible service.
<b>Project management skills</b>	I was a consultant data officer in a data/contract management system at REA. The work involved capturing contract information for an online system, while maintaining high levels of integrity and confidentiality.
<b>Good interpersonal skills</b>	In all my previous jobs, I worked well with my seniors and colleagues to achieve organizational goals.
<b>Graphic design skills, layout and typography</b>	I am a trained copy typist with 50 words per minute. I have good skills in using ms word, ms PowerPoint, ms excel in formatting and presenting documents.
<b>Ability to work under pressure and meet deadlines</b>	The REA assignment had strict deadlines and I was able to meet deadlines of capturing 40 contracts per day. At Visionlink I had a target of making sure that lpg cylinders and accessories were delivered to the clients before midday every day.
<b>Social media</b>	I have a face book and twitter account where I normally post and comment on human interest stories.

## Experience

---

**Sales Assistant, Pharmaafrique (Kenya) Aug 2014-Feb 2015**

Ordering and receiving deliveries from suppliers and marketing the company's products to new and prospective customers in order to increase sales. Handling payments and dealing with customer demand complaints and compliments.

**Consultant Data Officer, Rural Electrification Authority (REA) Jan 2014-July 2014**

Maintaining and uploading data into the CMS (Contract Management System) for easier accessibility of contracts and tender documents, and also verifying the correctness of the data before it is entered into the system.

**Online Jobs (part-time) 2011- 2012**

Collaborative online work for individuals where the work involved writing essays and editing articles on diverse topics.

**Achievements**

---

- ✓ Delivered sales presentations to companies, resulting in increased sales and new membership
- ✓ Developed strong relationships with managers and other members of staff, creating a cohesive and productive working environment
- ✓ Fostered teamwork that motivated employees to achieve their highest potential
- ✓ Trained and supervised both temporary and permanent staff to ensure smooth office operations.
- ✓ Planned and coordinated marketing and public relations events, resulting in a significant increase in new members and consistent event success.
- ✓ Created effective filing systems, resulting in easy access to critical information

**Personal skills**

---

- ✓ Excellent communication and writing skills
- ✓ Ability to work under pressure and to meet set deadlines
- ✓ Team-worker, but works independently when necessary
- ✓ Self-organized, flexibility to multi-task and prioritize
- ✓ Excellent interpersonal skills and ability to work effectively with different teams
- ✓ Knowledge of the administrative functions of an office

**Education**

---

**BA in Communication & Sociology****2010-2013**

University of Nairobi, Kenya

2<sup>nd</sup> class honors upper division**Key Units**

- Editing
- Report & project writing
- Fundamentals of writing
- Language of newspapers & magazines

- Communication skills
- Computer applications in information communication
- Desktop publishing

**Kenya Certificate of Secondary Education**

Gatanga Girls High School – C plain

**Kenya Certificate of Primary Education**

Musa Gitau Primary School - 404

**Referees**

---

**Francis Kisiero**

Sales Supervisor

Pharmaafrique

+254723988377

[afriquepharma@gmail.com](mailto:afriquepharma@gmail.com)

**Stephen Cheboi**

Deputy Manager

Rural Electrification Authority (REA)

+254728482987

[scheboi@rea.co.ke](mailto:scheboi@rea.co.ke)

**Mr. Muiruri Njuguna**

Manager

VisionnLink Investment

+254724915373

[jmnjuguna09@yahoo.com](mailto:jmnjuguna09@yahoo.com)