

CURRICULUM VITAE

FREDRICK MUIA KISINA

CONTACT INFORMATION

Cell Phone : +254723278185

PERSONAL INFORMATION

Date of Birth : Aug 11th, 1989

ID. No. : 26590110

Gender : Male

Marital Status : Married

Languages : English, Swahili & Kamba

Citizenship : Kenyan

Email : kisinaf@yahoo.com,

CARRIER OBJECTIVES

- **CARRER OBJECTIVE**

- I am willing to work in any position that you may allocate me. I have trained in I.T(information technology) to certificate level and in all computer packages.

About me

- I am simple, humble and social person who is intelligent, diligent, optimistic and goal oriented. Above all, I'm a Christian, I love children and so passionate about everything to do with them.

SKILLS & ABILITY

- Excellent communication & interpretation skills
- Team building and efficiency with minimum supervision
- Result oriented and excellent team player.

ACADEMIC BACKGROUND

2008: Leaders institute of journalism and legal studies

Attained certificate in information technology in,

- ◆ Office practice
- ◆ Arithmetic
- ◆ Computing awareness
- ◆ Book keeping
- ◆ Communication skills
- ◆ Computer packages

2003-2006: Kithituni Secondary School

Kenya Certificate of Secondary Education

1994-2002: Mithini Primary School

Kenya Certificate of Primary Education

WORKING EXPERIENCE

2022-Present: China Gezhouba Group of Companies (CGGC) Thwake Dam

Position: Laboratory Technician/Documenter

Duties & Responsibilities:

- Cement Tests (Mortar & Setting Time)
- Documenter/ Compiling & Submission of monthly Report
- Data & Test result Processing

2021: Sinohydro Corporation Limited

Position: Laboratory Technician/Documenter

Duties & Responsibilities

- Cement Tests (Mortar & Setting Time)
- Documenter/ Compiling & Submission of monthly Report
- Data & Test result Processing

2019-2020: Sinohydro Corporation Limited

Position: Laboratory Technician/Documenter

Duties and Responsibilities

- Documenter/ Compiling & Submission of monthly Report
- Data & Test result Processing

2017-2018: Agency's Sales & Marketing Representative

Position: Sales & Marketing Representative

Duties and Responsibilities

- Coca-Cola Home-Seeding with EXP Agency
- Colgate Merchandiser at Azen services
- Perno-Ricard Jameson Research with YDX.
- EABL sales representative lower Eastern
- Safaricom Brand Ambassador(BA).

2015-2016: China Road And Bridges Corporation (C.R.B.C)

Position: Lab Tech and Documenter.

Duties and Responsibilities

- Field Density Test Foreman
- K-30 Test
- DCP Test
- Documenter/ Compiling & Submission of monthly Report
- Data & Test result Processing

2011: Allied Metal Services

Position: Personal Assistant (P.A).

Duties and Responsibilities

- Office Filing,
- Front Office manager
- Incharge of the Office Communication

2011: Sumaria Industries Ltd (SIL Africa)

Position: Casual Worker/Safety/First Aider

Duties and Responsibilities

- Doing Casual Jobs as well as offering first aid services

- Sensitizing workers about safety measures at the work environment
- Conducting Fire Drills

HOBBIES

- Studying & Learning New Things
- Composing, writing and listening to music
- Travelling
- Visiting children homes and spending time with them

REFEREES

MARY NYAGA,
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