**CIRRICULUM VITAE**

**ANTONY GITAU KARANJA**

**PERSONAL PROFILE**

Date of Birth : 24 march 1989 Gender : Male

Nationality : Kenyan ID No : 27759966

Telephone : 0715 372627 E-mail : anto.kanja@gmail.com

 : 0772 71 57 01

languages : english, swahili, chinese

**PERSONAL OBJECTIVES AND PURPOSE**

My Personal Objective is based on self-discipline, responsibility and respect to all. For that reason I can work in diverse environment and at different capacities both as a leader as well as a team player aiming to accomplish the tasks, the set goals, objectives and visions.

My Purpose is thus to obtain a relevant and challenging position in an enabling environment where my current qualification and abilities would be an asset to the institution and should offer the opportunity for personal growth, skill acquisition and job enrichment.

**EDUCATIONAL BACKGROUND**

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| --- | --- | --- | --- |
| **YEAR**  | **PERSUIT**  | **INSTITUTION** | **ATTAINED**  |
| 2014- 2012 | Chinese language , Culture and Economy | Shandong normal university Jinan China | Degree |
| 2011- 2010  | Chinese Language and culture | Kenyatta University  | Certificate |
| 2010 - 2014  | (BSC) Resource Management and extension And international trade | Kenyatta University  | Degree |
| 2009 june–2009 Jan | Certificate in computer Applications | Kiambu Institure of Business studies | Certificate  |
| 2008- 2005 | Kenya Certificate of Secondary Education (KCSE) | Kiambu High School  | B+(PLUS) 72 points |
| 2004- 1996 | 2004 Kenya Certificate of Primary Education (KCPE) | Gateway Primary School  | 421 MARKS |

**PROFESSIONAL EXPERIENCE**

* 2014 September to date

Kenyatta University

Chinese language part time lecturer

Tutoring Chinese language for HSK

* 2014 august to date

St. Anthony School Kiambu

Chinese language part time teacher

* 2014 September to date

St. Paul’s University city Campus

Chinese language part time lecturer

* 2014 December to 2015 February

Koto Housing Kenya

Lead Translator for heavy industrial installation

* 2013 January to 2014 June

Golden International School China.

Teaching Chinese to foreign students

Organizing co-curriculum activities

* 2011 August to 2011 January

Kiambu High School

Chinese part time Teacher

* 2011 August to 2011 January

Ruiru Fairview Academy

Chinese part time Teacher

* 2011 December- 2011 August

Kenya Red Cross Society (kiambu)

Assistant Project Coordinator

* 2010 December to 2009 August

National Theatre: Alstec Media

Team coordinator

* 2009 August 2009 April

P.C.E.A kangoya Church

Drama and music teacher to the youth and children

**POSTS HELD**

YEAR POST

* 2014 to date Kenyatta University Chinese club coordinator.
* 2010 to date PCEA Kangoya Church Brigade Officer.
* 2011 Dec- 2011 August Kenya Red Cross Society Assistant Project Coordinator.
* 2010 -2009 Kenya National Theatre: Alstec Media - Team coordinator.
* 2009 – 2008 Wild life club Chairperson at Kiambu High.
* 2009 – 2008 Christian Union Official Coordinator and Steward.

**TECHNICAL SKILLS**

* Good in coordinating different groups, departments, personnel in order to harmoniously achievethe tasks, the set goals, hence accomplish and objectives and visions
* Communication and Team player skills
* Problem Solving , Planning and Organization
* Using computer-based technologies to manipulate, create, store access, evaluate and retrieve information to express ideas and communicate with others.

**STRENGTHS**

* Coordinating.
* Honesty.
* Deal with a diverse customer population.
* Handle customer inquiries
* problems solving
* cooperative and enthusiastic
* Maintains staff confidentiality

**REFEREES AVAILABLE UPON YOUR REQUEST**

Prof. Martin C. Njoroge

DVC Academic Pan African University

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Madam wanjiku

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Dr. susan Mwangi

H.O.D head of department Languages

St. Paul’s University

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Mr. Njoroge Gitau

The principal Kiambu High school

P.O box 284 Kiambu