# CURRICULUM VITAE

FRANK JUMA

P.O. BOX 30689-00100

Nairobi.

## PERSONAL INFORMATION

Date of Birth 11th Nov 2000

Gender Male

Languages English, Arabic and Kiswahili

Marital status Single

Nationality Kenyan

Cell phone 0798235404

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## **CAREER OBJECTIVES**

I am eager to leverage the comprehensive skills, positive attitudes, and in-depth knowledge gained through my academic journey to contribute effectively to a reputable organization that values hard work and innovation. My goal is to thrive in an exhilarating, challenging, and dynamic environment, where I can diligently work towards achieving the organization's set goals and objectives. My commitment to excellence and drive for success make me an ideal candidate for a team that aspires to outstanding performance and groundbreaking results.

## **PERSONAL PROFILE**

 I possess a collaborative spirit, valuing teamwork and communication as integral components of any successful enterprise. I am confident in my ability to work collaboratively with diverse teams and stakeholders, listening actively and contributing positively to group dynamics.

Am always driven to exceed expectations and achieve results. Time management, critical thinking, creative problem-solving, and adaptability are among the many skills that I have developed as a result of my career path.

## **EDUCATIONAL QUALIFICATIONS.**

**January 2023 to date: Railway Training Institute.**

-Diploma in Civil Engineering.

**August 2018 – April 2022: South Eastern Kenya University.**

* Bachelor Of Science in Meteorology.

**January 2014 – November 2017: Chesamisi boys’ High School.**

* (KCSE)

**January 2006 – November 2014: Chekalini Primary School.**

* (KCPE)

## **WORKING EXPERIENCE**

June 2023 to date- East Africa interpreters and translators association (English to Arabic translator)

May 2022 – January 2023 – Belnorth North trading limited (accountant)

Jan 2022- May 2022- Kenya Mass Institute (English to Arabic translator on site)

## **SKILLS.**

* Strong mathematical and numerical skills.
* Attention to detail.
* Excellent communication skills.
* Ability to work efficiently under pressure and handle multiple tasks simultaneously
* Strong ethics and integrity in handling customer information
* Adaptability to work in a fast-paced and dynamic environment.

## **HOBBIES.**

* Reading
* Swimming
* Socializing
* Rugby player