**CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME: PAUL MACHARIA NJOGU

D.O.B 01/08/1973

ID NO: 11630866

MARITAL STATUS: MARRIED

NATIONALITY: KENYAN

RELIGION: CHRISTIAN

LANGUAGES: ENGLISH, KISWAHILI, KIKUYU

TEL: 0723813320

E-MAIL ADDRESS: pmapriv@gmail.com  
  
**CAREER OBJECTIVE**

To contribute positively to the sustainable development and management of the world economy.  
  
  
  
**EDUCATION BACKGROUND**  
  
**1993-1997:** Bachelor of Agri-business Management  
  
 Egerton University, Kenya.  
  
**1988-1991:** Kenya Certificate of Secondary Education.  
 Kahiga High School.-(Attained grade A In Kiswahili)  
  
**1979-1987:** Kenya Certificate of Primary Education.  
 Kahiga Primary School- (Attained grade A in Kiswahili)  
  
  
  
**ADDITITIONAL ACADEMIC AND SKILL PROFILE**  
  
*Computer and business skills*

* MS-DOS, MS-Windows, MS-Word, MS-Access, MS-Excel, MS-PowerPoint, Sage Accounting, Adobe PageMaker, QuickBooks.
* Computer software installations, Computer repair and trouble-shooting, Computer preventive

and adaptive maintenance.

* Graphic designing.
* Website Designing
* MQL(meta-quote language) programming/coding
* Technical Report writing skills- Ag-Ed & Extension Department-Egerton University
* Business Plan writing.
* Technical and fundamental Analysis of financial instruments in the FOREX (Foreign Exchange) market.
* FOREX trader and trainer.

**EMPLOYMENT HISTORY**  
**JUNE 2000-DEC 2004:** Course Instructor at Kagumo-Ngandu Commercial College-Karatina, KENYA.

* Teaching Economics, Information Technology and computer applications.
* Repairing and maintenance of computers.
* Part-time engagements-With same duties as above:-Mainline Commercial College, Egerton-Ken Commercial College-Karatina, KENYA.

**JAN 2005- DEC 2007:** Course Instructor:-Digital Advisory and Learning Centre (DALC)-KENYA  
 Teaching the following subjects:-

* Effective Business Communication (EBC)-Cambridge Advanced diploma In Business Studies.
* Information Communication Technology (ICT) - Cambridge Advanced diploma In Computing.
* Economics.
* Human Resource Management- Cambridge Advanced diploma In Business Studies
* Business Organization Environment- Cambridge Advanced diploma In Business Studies
* Marketing-Cambridge Association of Managers
* Organization behavior and change management(OBCM)
* Managing Teams
* Information Systems Management
* Additional Duties:-Guiding students on how to write academic research projects.

**MARCH 2016-TO DATE:** Proprietor, Fast lane I.T Systems-Thika-KENYA

**2018:** Translating English-Swahili literature for Christian Holy City Church-USA

**2020**: Translating part-time for The translation gate company.

**ADDITIONAL ENGAGEMENTS**

* Live English-Kiswahili translator of church sermons-Redeemed Gospel Church-kenya
* Live English-Kiswahili-kikuyu translator of church sermons
* Freelance writing
* Website Designing
* Graphic Designing
* Proof reading of academic writings
* Computer maintenance
* Writing business plans for clients online.

**HOBBIES**

* Reading informative articles.
* Listening to music
* Researching  
    
  **AVAILABILITY**Immediately and very flexible

**REFEREES**  
1.) Professor Humphrey Oborah  
Director of Missions And Curriculum Manager,  
Digital Advisory and Learning Centre(DALC)  
P O BOX 55172-00506  
Nyayo Stadium-Nairobi  
  
2.) Stephen Warugu  
Principal, Mainline Commercial College,  
P o box 1093  
Karatina  
0722330518  
  
3. ) Pastor Nahashion M. Muthumbi  
Goshen Ministries,  
Kitengela-KENYA  
0720833920