

## CURRICULUM VITAE

Personal information      Riiri Muriithi

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Email: mistariiri@gmail.com

Sex: Male

Date of Birth: 11/8/1989

Nationality: Kenyan

Languages: English, Kiswahili

### HOBBIES

1. Traveling and appreciating new experiences
2. Reading novels
3. Hiking
4. Fitness enthusiast

### EDUCATION

#### **University of Nairobi**

2018 - 2020

Diploma in Business Management

#### **Jomo Kenyatta University of Agriculture and Technology**

2009 - 2012

Bridging Certificate Course In Mathematics

Diploma In Information Technology

#### **Institute of Advanced Technology**

2007 - 2008

International Certification of Digital Literacy (ICDL)

### **Othaya Boys High School**

2004 - 2007

Kenya Certificate of Secondary Education – Grade C

### **Nyeri Good Shepherd Academy**

2000 - 2003

Kenya Certificate of Primary Education

### **Mount Kenya Academy**

1996 - 1999

## **WORK EXPERIENCE**

### **Freelance Online Writing Service Provider**

#### **December 2020 – April 2023**

- Transcribing and creating captions for a range of audio and visual content for different direct clients, businesses, and websites such as Rev, Verbit, DataGain, CastingWords, Triple A Transcription, GoTranscript, and Daily Transcription.
- Academic Writing: Writing research papers, essays, and dissertations in APA, MLA, Harvard and Chicago formatting styles. Researching, analyzing, and summarizing scholarly information in a concise way.
- Article Writing: Writing articles for newspapers, magazines, and online publications. Creating engaging and informative pieces that rank well in search engines . Covering a wide range of topics including news, health, sports, technology, lifestyle, and entertainment.
- Creative Writing: Crafting and writing short stories, poems and other pieces that resonate with reader's emotions and create a vivid atmosphere.
- Translation: As a native speaker in both Kiswahili and English languages, I have worked in diverse industries to translate various materials such as marketing content, technical manuals, and legal documents.

Additionally, collaborating with clients from different sectors, including healthcare, technology, and education. Moreover, I am skilled in using translation software such as SDL Trados and Memsource.

## **January 2019 – Feb 2020**

### **VOYAGE AFRIQUE LTD**

- As part of my job, I worked closely with both customers and different teams within the company to ensure that our services were delivered on time and met their expectations.

My responsibilities included providing a range of comprehensive travel services, such as making airline reservations, booking hotels and lodges, facilitating conferences, organizing tours and safaris, and arranging car hire and airport transfers.

- Providing visitors with the most accurate and up-to-date information about all the visitor attractions in Nairobi and its surrounding areas. While ensuring to keep ourselves well-informed about every aspect of these attractions to offer the best possible guidance to our clients.
- Providing my clients with insightful commentary and explanations about any given event or situation. Making sure to always offer well-informed opinions to ensure that my clients receive high-quality content that answers their questions.
- I would make sure to offer professional, efficient, cheerful and courteous services to all customers at all times and with any reasonable assistance that may be requested.
- I would protect confidential information provided by clients to the organization and its security systems
- Observing all Health and Safety at Work regulations as set out by our employer in accordance policies provided by the Tourism Board of Kenya

- I was accountable for maintaining the vehicle's cleanliness and upkeep, while also ensuring safety precautions are being taken at all times.

## **September 2019- Feb 2020**

### **UBER KENYA**

As an Uber driver I was responsible for providing transport services to passengers. This involved picking them up from their location and dropping them off at their desired destination.

Ensuring they get great customer experience, by maintaining the vehicle in good condition, practicing safe driving, communicating effectively with the passengers, and managing time properly.

## **May 2012 to January 2015**

### **STATE LAW OFFICE – Attorney General's Office**

As a trainee in the I.T department of the state law office I was given the responsibility of:

- Ensuring the smooth functioning of the computers in Companies Registry by managing the administrator's passwords for all computers, and ensuring that they were connected to the registry Intranet without fail.
- Assisting in maintaining the data entry system for limited companies and business names at the server level, which required me to keep a close eye on the system's performance.
- I assisted in maintaining the Registry's computer hardware, including the repair and maintenance of all equipment such as network switches, personal computers, printers, scanners, UPS systems, photocopiers, CCTV system, and telephones, among others.
- Additionally, I had to ensure that all software updates were installed on the registry servers and computers to maintain data security.

## **September 2011**

### **HP AFRICA FOUNDATION**

Distributing food and clothing to less fortunate families in Makueni County.

**2010            Jade Collection Limited**

Worked in the Sales and marketing department as a Sales Agent.

**SKILLS**

- **Excellent listening skills:** I am able to listen attentively to others and to accurately understand their needs and concerns.
- **Excellent research and analytical skills:** I am able to conduct thorough research and to identify and analyze relevant information.
- **Excellent grammar and punctuation skills:** I am able to write and edit documents in a clear, concise, and error-free manner.
- **Exceptional written and verbal communication skills:** I am able to communicate effectively in writing and in person. I am able to clearly articulate my ideas and to persuade others.
- **Attention to detail:** I am able to pay attention to detail and to identify and correct errors.
- **Meticulous and highly organized:** I am able to organize my work effectively and to meet deadlines.
- **Ability to work effectively in a team and independently:** I am able to work effectively in a team and independently. I am able to collaborate with others and to complete tasks on my own.
- **Proficient computer skills:** I have excellent data entry skills, excel spreadsheet skills, word processing skills, powerpoint presentation skills, emailing skills, internet search skills, social media marketing skills, basic programming skills, data analysis skills, and cybersecurity skills.
- **Critical analytical and evaluation skills:** I am able to think critically and to evaluate information. I am able to identify strengths and weaknesses in arguments and to make sound judgments.

**References**

Josephine Nderitu

0722786692

Managing Director

Voyage Afrique Limited

Christopher Nderu

0720396779

Managing Director

Alliance Transcription Limited