

CURRICULUM VITAE



PERSONAL DETAILS

Name : Alloyce Njuguna Kimani
Date of Birth : 03/12/2003
Gender : Male
Nationality : Kenyan
Marital Status : Single
Religion : Christian
Tel No : +254742268622
Passport No : CK122386
Height : 5.6ft
Weight : 65Kgs
Languages : English, Kiswahili
Email Address : alloycekimani@mail.com@gmail.com



PERSONAL PROFILE

I am an enthusiastic individual with a friendly personality and the ability to fit in any field in a busy organization. My passion is to offer services to the clients in a manner that contribute in economic and social progress by being hardworking, self-motivated, ambitious and able to work independently.

CAREER OBJECTIVES

To grow in my field of work and help others achieve their goals and maintain a peaceful working environment, to utilize my knowledge and skills in providing quality service while always striving for the best.

CORE VALUES

Transparency, team player, creative, open minded, good communication skills, and excellent interpersonal skills to work independently.

EDUCATION QUALIFICATIONS

2019 - 2019 **NAIROBI INSTITUTE OF BUSINESS STUDIES**

Certificate in Sales & marketing

2015 - 2018 **GITURU HIGH SCHOOL**

Kenya Certificate of Secondary Education

2004 - 2014 **KIGUMO EAST ACADEMY**

Kenya Certificate of Primary Education

WORKING EXPERIENCE

JUNE 2021 – 2023 JUNE DAYLIGHT INSURANCE

Position: Security Guard

Duties & Responsibilities

- ❖ Inspect and patrol premises regularly
- ❖ Monitor property entrance
- ❖ Authorize entrance of people and vehicles
- ❖ Report any suspicious behaviors and happenings
- ❖ Secure all exits, doors and windows
- ❖ Monitor surveillance cameras
- ❖ Respond to alarms and react in a timely manner
- ❖ Provide assistance to people in need
- ❖ Submit reports of daily surveillance activity
- ❖ Submit reports of every suspicious action

FEB 2020 – MAY 2021 DAYLIGHT HOTEL

Position: Security Guard

Duties & Responsibilities

- ❖ Maintains environment by monitoring and setting building and equipment controls.
- ❖ Maintains organization's stability and reputation by complying with legal requirements.
- ❖ Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- ❖ Answer alarms and investigate disturbances
- ❖ Providing security to the school properties at designated time.
- ❖ Ensure orderliness during the assignment.
- ❖ Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- ❖ Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- ❖ Controlling and monitoring movement to and from the assigned property responsibly.
- ❖ Warn persons of violations and also apprehend or evict violators from premises, using force when necessary
- ❖ Respond to emergencies to provide necessary assistance to employees and customers
Reporting any unusual happenings which could amount to security threats or any harmful happenings to the supervisor

SKILL STRENGTH ATTRIBUTES AND ABILITIES

- Reading
- Travelling
- Socializing
- Athletics

REFEREES

1. MRS. ALICE MUTHONI

Tel: 0717 851127

2. MRS. ANN WANGARI

Tel: 0706642237



DAYLIGHT INSURANCE

BEST SECURITY COMPANY

21 School Lane, O Waiyaki Way, Westlands
P.O BOX 14662 – 00800 Nairobi, Kenya
Email : dlinsurance@gmail.com Tel : +254 20 424 5000

07 July, 2023

To Whom It May Concern,

RE: RECOMMENDATION FOR ALLOYCE NJUGUNA

This is to certify that Mr. Alloyce Njuguna has been our employee as a security guard for a period of two years. Due to his strong work ethic and professionalism, I feel confident in recommending him to any position he is applying for, in his future pursuit.

Alloyce worked with us as a security guard where his responsibilities were:-

- Inspect and patrol premises regularly
- Monitor property entrance
- Authorize entrance of people and vehicles
- Report any suspicious behaviors and happenings
- Secure all exits, doors and windows
- Monitor surveillance cameras
- Respond to alarms and react in a timely manner
- Provide assistance to people in need
- Submit reports of daily surveillance activity
- Submit reports of every suspicious action

We were particularly impressed by his strong work ethic. He showed very strong organization and management abilities, and he was very orderly, with the ability to learn quickly and was therefore able to offer assistance to other team members whom encountered difficulties in the assignments.

Based on my first hand observation of his performance over the time he worked with the firm, I believe Alloyce will be able to perform in any position offered to him. I therefore enthusiastically recommend him without any reservation.

Sincerely,

Mr John Karanja
Manager

Covid-19 Vaccination Certificate

REPUBLIC OF KENYA



MINISTRY OF HEALTH

This is to certify that **Allyoce Njuguna Kimani**, born on **Wed Dec 03 2003**, from **Kenya** with **Passport CK122386** has been vaccinated against **Covid 19** on the date indicated in accordance with the National Health Regulations.

Vaccine	Dose	Date Administered	Batch No
Janssen (Ad26.COV2-S)	1	Sun Jan 15 2023	XE442

Scan To Verify



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NATIONAL POLICE SERVICE



DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS
P.O.Box 30036-00100 GPO
NAIROBI, KENYA

Ref. No. **PCC-OLTVWOA7**

Date. **24 November 2022**

POLICE CLEARANCE CERTIFICATE

I hereby certify that the fingerprints recorded from

ALLOYCE NJUGUNA KIMANI

*holder of ID No. **40661648** have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.*

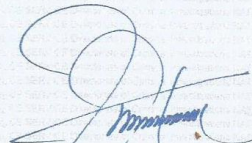
REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): NIL

RESULTS OF TRIAL: NIL

DATE: NIL

This Certificate has been issued without any alteration or any erasure



(P.M. Onyango)

**For: Director, Directorate of Criminal Investigations
(P.T.O)**

NOTE: This is a computer generated certificate, to verify the authenticity of this document, use the link <http://dci.citizen.go.ke/verify>, send DCI to 21546 Then Dial *512# and select "Police Clearance"