



STEPHEN KIMANI MBURU

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+971566481961
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PERSONAL PROFILE

- Date of Birth : 10/01/1995
- Marital Status : Single
- Nationality : Kenyan
- Hobby : Going to the gym, playing football,bike riding, watching movies,/ series.
- Current Location : Dubai, United Arab Emirates on a visit visa. Expiring on 19/02/2020
- Driving Licence : Kenyan Driving Licence

PROFILE SUMMARY

- Reliable Expert with strong communication and time management abilities and skills

EDUCATION

- **Jomo Kenyatta University of Agriculture and Technology**
Bachelor of Commerce (Finance Option)
Degree
2014-2018
- **Leshau Boys High School**
Kenya Certificate of Secondary Education (KCSE)
B-
2010-2013
- **Jesa Glory Academy**
Kenya Certificate of Primary Education (KCPE)
369/500
2002-2009

EXPERIENCE

- **Cytonn Investment LLc** *15/6/2018 - Current*
Foreman
 - Coordinate tasks according to priorities and plans
 - Produce schedules and monitor attendance of crew
 - Allocate general and daily responsibilities
 - Supervise and train workers and tradespeople
 - Ensure manpower and resources are adequate
 - Guarantee all safety precautions and quality standards are met

- Supervise the use of machinery and equipment
- Monitor expenditure and ensure it remains within budget
- Resolve problems when they arise
Report on progress to managers, engineers etc.

- **Cytonn Investment LLC**

5/1/2015 - 4/6/2018

General Helper

- Managed supply pick up and materials from various locations off-site
- Assisted operation of general site vehicles and tools such as collect lumber, sheet rocks and equipment.
- Ensured each job was effectively done according to company policies
- Safely clean up any remaining debris and excess waste around work site
- Fueled equipment and vehicles daily
- Responsible for driving head supervisor to various locations
- Performed various tasks as needed
- Worked with other co-workers satisfactorily to ensure job was completed by deadlines

- **Amaco Insurance Company Ltd, Kenya**

10/9/2014 - 1/12/2014

Internship

- Assisting in the preparation of budgets.
- Managing records and receipts.
- Reconciling daily, monthly and yearly transactions.
- Preparing balance sheets.
- Processing invoices.
- Developing an in-depth knowledge of organisational products and process.

PERSONAL STRENGTHS

Team player, cooperative, self supervision, obey orders, I believe in working smart.Strong communication skills and Diverse skills.

REFERENCE

Elizabeth Muthoni - "Cytonn Investment LLC"

Site Assistant Manager
Lizxmuthoni@gmail.com
+254713428711

Joseph mburu - "Cytonn Investment LLC"

Site Manager
0729778160

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