**CURRICULUM VITAE**

**AISHA WANJA NJUE**

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**PERSONAL DATA**

**Marital status :** Single

**Religion :** Muslim

**Gender :** Female

**Country of origin :** Kenya

**Present Nationality :** Kenyan

**Language and Fluency level :** Eloquent in both English and Swahili

**PROFESSIONAL PROFILE**

My academic resume and my work performance have given me the ability to develop a work plan in which behavior based on responsible commitment and decent treatment to other people with whom I have to deal with at work, socially and institutionally, prevail. I know what my goals are and I know what my skills and my limitations are. I have a great power of leadership as it relates to project monitoring, wide domain of human groups and influence power for relationships between people. I want to be constantly updated in my profession.

**WORK HISTORY**

**OCT 2020 - TO DATE:   PERSONAL ASSISTANT**(**part-time)**

**LEDSKY AFRICA**

Provided extensive secretarial support

Assist in the preparation of personal and work related documents

Communicate with clients

Organize, maintain and retrieve files when necessary.

Schedule director’s calendar with respect to client appointments and depositions.

**JAN 2019 -OCT 2019: MANAGER / CASHIER**

**NASHVILLE INN (self-employment)**

Provide proper management in the hotel

Interact with people on a daily basis on phone while taking orders

Billing

Take orders and sometimes help in serving meals.

**2017\_2018 : LAW FIRM SECRETARY**

**IRERI & CO. ADVOCATE**

**Duties and accomplishment**

Provided extensive secretarial and paralegal support; conducted legal research, conflicts checks, drafted pleadings, prepared legal documents

Drafted and proofread time-sensitive construction contracts, answers, subpoenas, complaints, discovery, and motions for various matters and filing same with Court.

Assisted attorneys in the preparation of trials, depositions, mediations and arbitration hearings by organizing legal documents

Communicated daily with court officials, clients, and opposing counsel to case manage construction commercial litigation matters.

Prepared PowerPoint and Visio presentations for legal seminars.

Provided Dictaphone transcription for founding partner daily, faxed, scanned, scheduled legal proceedings, coordinated teleconference calls and prepared outgoing mail

Organized, maintained and retrieved case files when necessary.

Scheduled attorneys' calendar with respect to court dates, client appointments and depositions.

Drafted and typed legal documents.

Earned excellent marks on performance reviews

**2016\_2017 : DRAMA TRAINER**

**SIKU ZA USONI ARTS**

**Duties and Accomplishments**

Prepare and nurture youths in secondary institutions on how to act and perform on stage.

Guide school students through some of the most important stages of their education, including their GCSEs and A-levels.

Preparing lesson plans and teaching pupils in accordance with the national curriculum.

Use creative, interactive and engaging teaching methods, such as games, role-play, storytelling, hot seating and tableaux.

Responsible for marking students’ work and providing them with the necessary feedback, criticism, encouragement and support.

Help students prepare for crucial examinations and directing final performances, which will be watched and assessed by an external moderator.

Get the opportunity to take part in events and projects outside of the classroom, such as taking pupils on theatre trips.

Provide counseling and guidance to students who are facing challenges in both acting and other fields

 Keep up-to-date on new teaching methods and developments in the curriculum.

**EDUCATION BACKGROUND**

**APRIL 2019 – JULY : CAPYEI (Youth Empowerment)**

Certificate in Hospitality & Computer Studies

**2016 – 2017 : ZETECH UNIVERSITY**

                       Diploma in front office management

**2011 – 2015 : KIAMBU TOWNSHIP SEC SCHOOL**

                      Kenya Certificate of Secondary Education

**2000 – 2010 : ST. JAMES KARUNGU PRI.SCHOOL**

                        Kenya Certificate of Primary Education

**OTHER COURSES**

1. Hand in Hand (trained to make Detergents, shampoo and yoghurt)
2. Google
3. Drama (best performing artist)
4. Participation in Flone initiative for girl child

**SKILLS**

**Excellent skills in: -**

Communication, Computer, Conceptual, Critical thinking, Decision-making, Management, Marketing Organizational, Problem-solving, Teamwork and Time management skills

**HOBBIES AND INTERESTS**

Sports especially Football and swimming, Traveling, reading books, acting and learning new cultures.

**REFERENCE**

1. **BONIFACE WAWERU**

**LAWYER**

**IRERI AND CO.ADVOCATES**

**TEL: 0724 471 520**

1. **MOUMIN SAMATER**

**LEDSKY AFRICA**

**COMMERCIAL DIRECTOR.**

**0716445999**

1. **ROSEMARY NJUE**

**BAILIFF**

**TEL: 0724635541**

1. **RAJAB BAHMARIZ OTTAH**

**DIRECTOR**

**SIKU ZA USONI ARTS**

**TEL: 0705 370 663**