

# CURRICULUM VITAE



## PERSONAL DATA

*Name* : SAMMY MUTHOMI NJAGI.  
*Nationality* : Kenyan  
*Marital Status* : Single  
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*Date of Birth* : 8<sup>TH</sup> December 1993  
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## OBJECTIVES

To apply developed dental skills, in order to achieve an overall improvement in the general health and well-being of my patients, with an aim of achieving a satisfied, healthy and happy population.

## PERSONAL ATTRIBUTES

- Good communication, interpersonal and organizational skills.
- Good etiquette, confident, polite, patient and courteous.
- Flexible and strong team player with pleasant personality.

## WORK EXPERIENCE

**AUGUST 2014 – January 8, 2015**      **MUGWETWA BOOKSHOP, KENYA**

**Position** :                      ASSISTANT MANAGER

**Duties** :

- Bookkeeping, handling of payable, receivable and petty cash and updating accounts.
- Decision making in customer and public relations, later in Management.
- Word processing and database management.
- General functions like typing, filing and providing general office assistance.
- Internal liaisons with personnel and external liaisons with clients.
- Data entry for sales and complaints.
- Decision making in customer and public relations.

## EDUCATIONAL BACKGROUND

**2014 – Up to date**      University of Nairobi.

*Course*                      Bachelor in Dental Surgery.

**Jan – Aug 2013**      Karatina University College.

*Course*                      Certificate in Information Communication Technology.

**Sep – Nov 2013**      Ric Computer College.

*Course*                      Quick Books course in Accounting.

**2009-2012**      Mang'u High School

*Course*                      Certificate of Secondary Education.

**OTHER SKILLS.**

**Computer skills:** Proficient in the use of Windows Operating system, MS Office Suite and Internet Applications as well as networking.

**Basic Accounting skills:** conversant with the use of QuickBooks application in keeping of accounting records and balancing of accounts.

**LANGUAGES.**

Proficient in:

- ❖ English and Kiswahili.

**HOBBIES:**

- Traveling
- Socializing
- Avid reader of medical journals.
- Autosports.

**REFEREES**

Available upon request.