

John Ndulu Muli

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SUMMARY

- Visionary, results-driven, equipped with a 3-month experience in freelance editing, accounting and data management. Strategic planner and a Proven leader who works well in difficult situations. Strong ability to utilize a wide range of transferable skills and knowledge to consistently exceed expectations.
- Dedicated to driving and improving operational excellence by using personal skills and principles to always meet expectations.
- A two-year experience in Coding Javascript, CSS, HTML and PHP(beginner), in both school and work. However it needs more work and attention.

EDUCATIONAL BACKGROUND

Glasgow Caledonian University (ALC), Port Luis, Mauritius

January 2021-September 2025

Bachelor of Science, Computer Science, Present

SOS Hermann Gmeiner International College, Ghana, Tema, Greater Accra

June 2016- June 2020

IGCSE (Distinction), June 2018

High School Diploma, International Baccalaureate Diploma, Jun. 2020 (34 Points)

PROFESSIONAL WORK EXPERIENCE

Employee

Value Mark Solutions

July 2021- March 2022

- At Value mark solutions, I worked hand in hand with the boss. This job entailed receiving requests from our corporate clients to make websites for their companies and even host them. It also involved marketing Value mark solutions real estates and merchandise.
- This website making process was on a drag and drop basis, but we would employ code where necessary, to necessitate proper styling and general outlook of the websites. This was possible having learnt Java script Language, CSS, and HTML in my second year.
- I also got a bit of experience on marketing, since we had to sell our websites, houses and merchandise, and to achieve this we had to attract a lot of clients.

Accountant

July 2020 – September 2020

SOS children's village – Kisumu, Kenya

- As an accountant, I was frequently sent to the bank (Absa bank of Kenya) to make transactions for the company and tasked with reviewing the chequebook to ensure accountability of all the transactions and affirm consistencies.
- I dealt with the company's database system as an additional task, to monitor salary payments,

Secretary

June 2018 – August 2020

SOS Children's Village – Kisumu, Kenya

- My job entailed writing, reading and reviewing children's personal reports, supposed to be sent to their sponsors. The reports reflected correctly a child's demeanour, their intellectual well-being and overall behaviour all around.
- Acted as the intermediary between the company's director and his subordinates. Managed his work emails, and appointments and ran him through his schedule for the day every day.

EXTRACURRICULAR ACTIVITIES

Volunteer, Redcross In Kenya

August 2015 – December 2015

Travelled around the country to help patients with first aid and take care of patients in hospitals.

SKILLS

- Good work Ethic
- Flexibility
- Time conscious
- Can work in difficult situations
- Coding: Javascript, MySQL, CSS, HTML, PHP(beginner).

INTERESTS

- Helping the needy
- Nature conversation
- Innovation

LANGUAGES

- Swahili
- English
- French(intermediate)

Referees

Mr Juan Meyer- ValueMark solutions CEO, Mauritius - +23059320181.

Mr Osure- Director, SOS childrens village Kisumu- +254726241591.