

## JULIUS MUCHANGI NJERU

P.o box 6605-00300 Nairobi

[injeru42@gmail.com](mailto:injeru42@gmail.com)

+971527104950



### OBJECTIVE

To join a dynamic, growth oriented firm with good repute where I will be able to undertake my professional obligations in an effective and ethical manner, help improve the efficiency of the team as a whole and rise to the top rank.

### EXPERIENCE

#### SHOP ATTENDANT ( LPG GAS DEALER, MPESA AND EQUITY AGENT)

**2016 to 2019**

Ensure high levels of customer satisfaction through excellent sale services

Maintaining a tidy and fully stocked store

Ascertain customers' needs and wants

Recommend and display items that match customers' needs

Serving customers in a dignified and timely manner

Processing customer's payments and completing the sale process using pos system.

#### EQUITY BANK LTD

**September 2008-November2015**

Senior Relationship Officer- Cash Equity Bank, Mwingi and Kangema

### PERSONAL DETAILS

**Date of Birth** : 11/11/1982

**Nationality** : Kenyan

### SKILLS

Functional Competencies.

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Embrace of integrity in executing the mission, vision and values of my employer

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Exhibiting of cultural, gender, religion, race, nationality and age sensitivity

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Good command of oral and written

English and Kiswahili

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Efficiency in team activities and

Information sharing.

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Willingness to execute at ease

Additional responsibilities and

Capacity to work under pressure.

## **EQUITY BANK LTD**

### ***May 2011 to Nov 2015:***

Senior Relationship Officer Cash:

Ensuring 100% compliance to the bank policies and procedures on cash management

Checking on completeness of cash management documents.

Maintaining strong adherence to AML and KYC policy guidelines

Ensuring compliance to the CBK prudential guidelines

Ensuring 100% ATM uptime

Mentoring and coaching of tellers

## **EQUITY BANK LTD**

### ***January 2010 to May 2011:***

Senior Relationship Officer Custodial:

Timely maintenance of orders in the trading system

Ensuring 100% compliance to the C.M.A prudential guidelines

Timely opening of CDS account and forwarding of immobilization and transfer forms

## **EQUITY BANK LTD**

### ***March 2009 to Dec 2010:***

Senior Relationship Officer Clearing officer/Back officer:

Received training on cheque truncation system and spearheaded the same training to the branch

Receiving and posting

Customers cheques accurately and to detail

Checking and verifying all cheques are legal and compliant

Undertook training on money transfer through SWIFT and RTGS

Ensuring timely posting of internal and external transfers and customers salaries as stipulated by the organization

## **EQUITY BANK LTD**

### ***September 2008 to August 2008:***

Relationship Officer Cash

Receipt of customer's deposit and cash payment

Worked together with the cashiering team and supervision to ensure better customer service is achieved

Trained new and existing tellers on teller productivity and KPI's (Key Productivity areas)

Ability to manage, plan, prioritize and deliver tasks on time.



High initiative to identify and solve

Problems



## **REFERENCE**

### **STEPHEN KANJI MWANGI**

Branch manager

Equity bank limited

P.O. Box 71504-00200

Nairobi

0723805484

Stephenkanji@equitybank.co.ke

### **GERALD MUREITHI KAMAU**

Director

Blueridge insurance company limited

P.o Box 6605-00200

Nairobi

0721400946

geraldkemail@gmail.com

### **MICHAEL MURIUKI NGARI**

Director

Wisechoice realtors company ltd

P.o Box 10550-00100

0714805546

Michaelngari09@gmail.com

## **UNILEVER TEA SECTION-MUNGANIA TEA FACTORY**

***Jan 2008 to August 2008: Internal Auditor***

Trained on Rainforest alliance certification requirement

Training tea farmers on various aspects of farming, soil management and human safety

Evaluation on the adoption of the lessons learnt so as to comply with the requirement of rainforest alliance.

## **TANA AND ATHI RIVER DEVELOPMENT AUTHORITY (TARDA) ATTACHEE**

***June 2006 to August 2006:***

Received hands on experience on the various aspects of crop and livestock production, protection, sales and marketing, budgeting and supervision

## **PROFESSIONAL TRAINING**

***Jan 2007 to April 2007:***

Computer Society of Moi University- Computer packages

## **EDUCATION**

**Moi University**

**Mar 2003 to Oct 2007**

Bachelor of Science Degree in Agriculture

*2nd Class Honors Upper Division*

**Kegonge Boys High School**

**Jan 1998 to Dec 2001**

Kenya Certificate of Secondary Education

Mean grade -B Plain

**Munyuttu Primary School**

**Jan 1989 to Nov 1997**

Kenya Certificate of Primary Education