

MURIUKI SIMON NDIRITU

Motivated and service-oriented graduate in Political Science and Public Administration, with practical experience in administrative support, public service, and community engagement. Skilled in office coordination, client relations, and data management, gained through roles in government offices and educational institutions. My career objective is to attain a position in a field where I can maximize my potential, contribute meaningfully to organizational goals, and continuously acquire valuable experience.

✉ simon.n.muriuki1@gmail.com

📍 Nairobi, Kenya

☎ (+254)769547709

🌐 www.linkedin.com/in/simon-muriuki-52b0b61b3

SKILLS

Critical and Analytical Skills	Leadership Skills	Communication Skills	Health & Safety Compliance
Customer service	Strong Presentation and Reporting Skills	Conflict Resolution & Complaint Handling	Computer skills

TECHNICAL SKILLS

Administrative Skills:	Organizational skills, Time-management, Record-Keeping, Typing, Equipment handling, Research skills, Telephone Etiquette.
Ms Office Suite:	Ms Word, Ms PowerPoint, Ms Excel, Ms Publisher, Outlook
Public Service Experience:	Completed academic attachment at Office of the Assistant County Commissioner, Kawangware Division (2023), supporting administrative operations

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Shalom IT Center

06/2024 – 02/2025

- Maintained accurate and up-to-date records of student registrations, attendance, and performance data using Microsoft Excel.
- Provided front-desk support by welcoming visitors, responding to inquiries, and managing both in-person and phone communication efficiently.
- Drafted internal communications, student memos, and meeting minutes, ensuring professional and clear documentation.
- Monitored the smooth running of daily office operations, including scheduling appointments, filing documents, and managing office supplies.

WORK EXPERIENCE

COMMUNITY HEALTH VOLUNTEER

Kawangware Division

05/2023 - 08/2023

- Conducted household visits to collect health data.
- Participated in public health education campaigns.
- Assisted in mobilizing residents for vaccination drives.

RECEPTIONIST

Mars Star School

05/2022 - 08/2022

- Served visitors by greeting, welcoming, and directing them appropriately.
- Informed visitors by answering or referring inquiries.
- Maintained the reception area.
- Ensured that documents were properly filed and properly stored.
- Received office calls and re-directed them appropriately.

RESEARCH ASSISTANT

Kawangware Division

01/2020 – 10/2023

- Facilitated field navigation and community engagement by accompanying external researchers conducting studies within the division, leveraging my familiarity with the area to ensure smooth data collection processes.
- Enhanced participant response rates by building trust and rapport with local residents, as community members were more receptive to participating in surveys and questionnaires when approached through a familiar and trusted presence.
- Assisted researchers in identifying ideal sampling locations and target groups, contributing to the overall effectiveness and credibility of the studies conducted.

EDUCATION

POWER LEARN PROJECT SOFTWARE DEVELOPMENT SCHOLARSHIP

In progress

BACHELOR OF ARTS IN POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

Karatina University- Upper Second Class Honours

10/2020- 10/2024

Certificate: End User Professional

Diakonia Training Institute- Nairobi County

09/2020- 11/2020

INTERESTS

Current affairs and social issues

Participation in local government initiatives, town hall meetings and barazas

Leadership

Customer support

REFERENCES

Senior Chief
Kennedy Otware
Kawangware Location
0723538781

Jimmy Adanje
Community Health Promoter
0701777954

Assistant County Commissioner
Hellen Manyoni
Kawangware Division
0728322873
Shalom IT Center
Oscar Onyango
0768049006