**PERSONAL DETAILS**

NAME ADDRESS TELEPHONE E-MAIL

LANGUAGES CITIZENSHIP

SEX

**CURRIULUM VITAE**

: JOSEPH KIVUTI KARIUK1

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: +254 721659246

: *kivutikhalis@gmail.com*

:ENGLISH, KISWAHILI, KIEMBU

: KENYAN

: MALE

**PROFESSIONAL EDUCATION**

**COLLEGE**

**DURATION**

**COURSE**

National Youth Service Diploma in Telecommunication 3 years (1997 – 1999)

Engineering Institute Engineering

(**N.Y.S.E.I)**

**EXAMINATIONS PASSED**

TESTED INTERNALLY: Mathematics, Telecommunication Principles, Electrical

 Principles/Technology, Digital electronics, Measurement

 & Fault Diagnosis, Computer Principles & Applications,

 Engineering Drawing, Mechanical Engineering Principles,

 Workshop Technology, Physical Science, Entrepreneurship

 Education, Communication Skills and Social Studies.

TESTED EXTERNALLY: Mathematics, Microprocessor Systems, Communication

 Systems, Data communications, Control systems,

 Industrial Organization & Management and Project.

**N.Y.S. BASIC TRAINING**

Underwent paramilitary training at N.Y.S. training college in Gilgil. It entailed foot and hand drill, firefighting, parade, physical fitness, sports, N.Y.S Act, endurance, patriotism, hygiene, first aid and discipline in general.

**ACADEMIC QUALIFICATIONS**

1990 – 1993 **:** St. Paul High School (Embu) 54 points (C+)

1982 – 1989 **:** St. Michael Primary School (Embu) 69 points

**WORK EXPERIENCE**

**September 2013 to date : Freelance English-Swahili translator:**

* I’m a translator with BLEND (formerly One Hour Translation) since 14th September 2015. Rated 5 stars.
* I’m a translator with Babelos of Nigeria, with whom over many years I’ve translated projects for numerous firms like Samsung, Canva, Nokia, Microsoft, Liahona, Glint, GlaxoSmithKline, Aon Hewitt, IPSOS, TransCelerate etc. I have recurring tasks with some of them e.g. Canva and Samsung.
* In other forums, I have successfully completed tasks for Nairobi County Government in Kenya, Eastern Africa Farmers Federation, Ministry of Environment and Forestry (Kenya), Human Rights Defenders etc.
* I can work with translation tools/platforms like Smartling, Trados Studio, XLIFF, Memsource etc; as well as conventional applications like MS Word, MS Excel etc.

**November 2008 to date : Freelance telecommunication technician/consultant**

**2001 to October 2008 : Mokir Telecoms Ltd**

Technical Manager – Reporting to the

 Managing Director

 Duties:

* In-charge of technical department
* Allocating duties to technicians
* Wiring, installation, programming and general maintenance of PABXs and other terminal equipment
* Preparing commencement and completion of works notices, schematic diagrams and wiring layouts for purposes of commissioning installations by the regulating authority
* Coordinating with the regulating authority to commission new works
* Advising clients on current technological trends and charges in the telecommunication field

**1998 – 2001 : Electro – Sigma Co. Ltd**

Field Technician – reporting to Technical Manager

 Duties:

* Internal wiring
* New installations and programming
* Preventive/corrective maintenance of terminal equipment

**Oct. 1994 – Feb 1996 : N.Y.S. Turbo Field unit**

Security Corporal – reporting to chief Security Officer

 Duties:

* Allocating duties to security servicemen in the camp
* Taking disciplinary action against any serviceman
* Supervising security operations especially at night

**Feb – Dec. 1996 : N.Y.S. Headquarters**

Security Sergeant – reporting to Chief Security Officer

 Duties:

* Organizing guard of honour to welcome the N.Y.S Director and bid him farewell to and from his office respectively
* Allocating security duties to security corporals/servicemen

**INTERESTS AND HOBBIES**

Watching movies and listening to music

**REFEREES**

Mr. Ugorji Nnanna Ms. Ann Njagi Mr. Meja Njeru

Babelos Ltd English-Swahili Translations Nairobi, Kenya

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