PERSONAL PROFILE

Name	:	Gregory M. Munyaka
Gender	:	Male
Date of Birth	:	1970
Nationality	:	Kenyan
Religion	:	Christian
Mobile Phone	:	+254 722 990 487
Marital Status	:	Married
Address	:	2344-90100, Machakos

SUMMARY OF QUALIFICATIONS

- Strong sales and marketing background based on in -depth training and on-going experience in sales administration and promotion, debt collection arid customer care,
- Expert in account management, market intelligence, product distribution and delivery.
- Energetic and self motivated, team player/builder. Facilitator of team approach to achieve corporate objectives, increase productivity and enhance employee morale.
- Quick, study with an ability to comfortably work is competitive environments.
- Solid communications, interpersonal, intuitive and good, leadership skills.

ACADEMIC QUALIFICATIONS

1991 – 1996 **:** Bachelor of Arts (Economic and Sociology) Second Class **H**onours (Lower Division), Egerton University, Njoro Kenya

1987 - 1990 Kenya Certificate of Secondary Education, Mumbuni High School, Mean Grade C+

WORK EXPERIENCE

2014 –to date: Administrative Assistant, Office of the Deputy -Vice Chancellor (APF), Machakos University

2013 to 2014: Parliamentary Service Commission

Position

- Public Relations /Events **O**fficer

Responsibilities

- Events co-ordinating
- Public engagement in the office and field
- Conflict resolution and project appraisals
- Impact assessment programme studies

Achievements

- Proper communication between constituents and the constituency office
- Good rapport between the office and the public

2009 to 2013: Metrochem Supplies, Nairobi Kenya

Position

- Managing Director

May 2010: Interim Independent Electoral Commission (IEBC)

Position

- Registration Clerk

Sept-Oct 2009	**:** Kenya National Housing and Population Census **Position** • Statistical Analyst (Post Census Analysis)
Aug 2009	**:** Kenya National Housing and Population Census, Ngelani Location Machakos **Position** Supervisor