



LELAN MARANGU KITHUCI

MULTIMEDIA PROFESSIONAL & SALES EXECUTIVE

CONTACT

☎ (+254)725736220

✉ kithuchielvis@gmail.com

📍 Chogoria, Tharaka Nithi County

EDUCATION

KENYA MASS COMMUNICATION 2005 - 2006

- Diploma in Journalism and Photography Skills.

IGOJI BOYS HIGH SCHOOL 1997 - 2001

- Kenya Certificate of Secondary Education - (KCSE)

OTHER CERTIFICATION

- Certificate in Computer Literacy from PCEA Chogoria Computer Training Center

SKILLS

TECHNICAL SKILLS.

- Proficient in computer maintenance, servicing, and programming.
- Experience in video shooting, editing, and post-production processes.
- Adept at photo editing techniques and image manipulation software.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint)
- Proficient in banner design and large-format printing.

SOFT SKILLS.

- Exceptional customer service skills, ensuring positive experiences.
- Active listening and effective communication with clients

PROFESSIONAL SUMMARY

I am a versatile professional with qualifications in journalism, photography, videography, and computer skills. Equipped with a Diploma in Journalism and Photography, along with certifications in computer literacy. I possess excellent communication abilities in English and Kiswahili, strong multitasking and problem-solving skills, and keen attention to detail. I have proven experience in news reporting, interviews, camera operations, and delivering exceptional customer service. Proficient in computer maintenance, servicing, programming, and sales. A team player able to work independently and adapt to diverse environments. I am committed to continuous learning and professional growth.

WORK EXPERIENCE

■ Cyber Café and Computer Services (March 2014 - Present)

- I provide computer services including maintenance, servicing, and programming.
- I operate a cyber café with printing, photography, video shooting, and editing services.
- I design printing banners, photo editing, and mounting.

■ Jumia and Kilimall Online Shopping

Agent and Sales and Marketing Representative.

- I represent Kilimall and Jumia e-commerce platforms as an authorized agent.
- I promote and market products across various categories like electronics, fashion, and home appliances.
- I utilize digital marketing strategies including social media, email campaigns, and content creation.
- I provide exceptional customer service, addressing inquiries and resolving issues promptly.
- I achieve sales targets through effective lead generation and conversion strategies.
- I conduct product demonstrations and presentations to potential customers.

Product Knowledge and Training:

- Acquired in-depth knowledge of product features, specifications, and pricing
- Underwent comprehensive training on sales techniques, negotiation skills, and customer relationship management
- Stayed updated with the latest product launches and industry developments

- Excellent verbal and written communication skills in English and Kiswahili.
- Strong interpersonal skills, building rapport with diverse individuals.
- Analytical and critical thinking abilities to identify and resolve problems.
- Proven sales and marketing skills, including lead generation and conversion.
- Effective team player, promoting unity and collaborative efforts.
- Ability to work independently or as part of a team.
- Commitment to continuous learning and professional growth

REFEREE.

Purity Mukami

Manager.

Meru TV

+25474600804

Edwin Magangi

Region Sales Manager Mt

Kenya,.

Kilimall

+254708648857

edwin.magangi@kilimall.com

Kenneth Micheni

Senior Pastor

Faith Celebration Ministries

Chogoria Church.

+254727628270

■ Meru TV

(June 2010 - Feb 2014)

Journalist and interviewer

- I compiled news stories on location, editing, and hiring for the TV station.
- I performed standard camera and audience setups for interviews.
- I checked and used the cameras, tested the microphone, and ensured the studio was ready for each interview.
- I offered top-notch customer support and aid during interviews.
- I created clear and comprehensive reports or documentation for every interview.
- I maintained a professional demeanor at all times.

OTHER EXPERIENCE

■ Kazi Mtaani - Government Programme

(Jan - August 2022)

Programme Supervisor

- I supervised and coordinated daily activities for three hundred (300) participants in the government's Kazi Mtaani initiative, aimed at providing economic relief during the COVID-19 pandemic.
- I monitored attendance and performance, submitting regular reports to senior coordinators.
- I ensured compliance with safety protocols and proper use of equipment, maintaining a zero-accident record throughout the program duration.

VOLUNTEER EXPERIENCE

■ Volunteer Mentor and Coordinator at Watoto Wasome Initiative

- I sponsored underprivileged children's education through mentorship, counseling, community outreach and fundraising events.

■ Master of Ceremony (MC)

- I volunteer as an MC for medical fund drives and churches.
- I serve as MC for church services, conferences, and special programs.