




KARIUKI KIMOTHO

Curriculum Vitae

DETAILS

-  kariuki.kimotho14@gmail.com
-  0708756941
-  Nairobi, 00300

PREVIOUS ROLES AND RESPONSIBILITIES

- Assisting in client engagement during field visits and events, providing informed responses thanks to his understanding of Crown products.
- Creating a custom reporting template for the technical team,
- Supporting Safety Week communication efforts by designing posters and editing branch-specific video content.
- Providing IT support tit rough hardware setup, troubleshooting printers, phones, and using SAS Aid for ticketing resolution.
- Learning and working with internal platforms such as Achieve and the Mozambique Primavera System, contributing to cross-functional technical support and workflows.
- Supporting event logistics such as the TAA Lift Session, helping with setup, coordination, media., and guest handling.

SUMMARY

Highly motivated and ambitious Corporate Communication undergraduate with a strong foundation in public relations and strategic communication. Seeking an internship position to gain hands-on experience and contribute effectively to a dynamic communication team while leveraging academic knowledge and creative skills. Motivated recent graduate with a background in Business Development. Eager to leverage academic knowledge and creative skills to grow within a dynamic organization.

I excelled as a Business Development intern at Crown Paints Kenya PLC leveraging analytical and adaptive skills to enhance CRM efficiency and penetrate new markets. My strategic planning and effective communication fostered key relationships and informed product knowledge significantly contributing to market expansion and customer satisfaction thus committed to leveraging these skills to contribute to future success in any professional setting.

EXPERIENCE

Feb 2024 — Jun 2025

Business Development Intern

Crown Paints Kenya PLC, Nairobi, Westlands

Developed a database for certain client groups such as the plumbers' market aimed at introducing a new product. Assisted in organizing corporate events, ensuring proper planning, logistics, and execution. Conducted research and compiled reports on communication trends and competitor strategies. Managed client information and account in company databases. Identified new business opportunities through cold calling, networking, emails and prospective database leads. Participated in product training and development discussions providing insights on client needs and emerging market demands.

EDUCATION

B.Sc Corporate Communication and Management

Jomo Kenyatta University of Agriculture and Technology

- Representing Crown Paints at external events such as golf tournaments, where he even gave a public speech on behalf of the company.
- Managing data through tabulation, formatting, and Gantt chart creation using Excel, Word, PowerPoint, and other relevant tools.

SKILLS

- Communication Skills
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- Media Production
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- Technology Proficiency
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- Organizational Skills
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- Public Relations
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- Crisis Management
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- Office 365
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LANGUAGES

- English
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- Swahili
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REFERENCE

Reference available upon request

Relevant coursework: Public Relations Strategies, Media and Society, Digital Media Production, Organizational Communication, Events planning and management Crisis and Organizational Communication.

High School Education

Dawamu Academy

Grade achieved overall; C+

ACHIEVEMENTS

Gained a one-month extension on top of the three months enrolled for at Crown Paints Kenya PLC due to dedication to the role and position.

CERTIFICATIONS AND LICENSES

HP life Certificate in:
Business Communications
Data Analytics
Customer Relation Management

HOBBIES AND INTEREST

- Jogging
- Watching Films
- Swimming