*‘Resume’*

Judith

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***E-MAIL:*** Judith.10520@2freemail.com

***GENDER:*** *Female*

***LANGUAGES:*** *English, Kiswahili*

***NATIONALITY:*** *Kenyan,*

***DATE OF BIRTH: 21st March 1986***

# WORK EXPERIENCE

**January 2014 to Date 2016 Kim-Fay East Africa Ltd.**

**Position: Sales Representative.**

**Duties**

* Analyzing sales information and Making Orders
* Display execution and Ensuring good displays
* Reporting sales and Orders Follow up
* Shelf placement. Maintaining share of shelf(SOS)
* Merchandising company’s products
* Customer service.

**LSK Sacco Society Ltd. 2013May December 2013**

**Intern: Marketing Assistant/Administrative assistant**

* Office management.
* Marketing of products in the designated area of operation.
* Facilitate recruitment and registration of clients in existing and new groups.
* Stimulate client training on Sacco policies, procedures and basic business skills, loans and business.
* Submission of weekly and monthly performance reports
* Responsible for cumulating and maintaining client information
* Marketing loans and Maintaining members accounts
* Banking cash and cheques and Posting payments.

**Ministry of youth affairs. (MOYAS) KASARANI 2011**

Volunteer: Administrative Assistant. (YEDF)

 *Responsibilities included:*

* Youth Enterprise Fund education to self-help groups.
* Creating awareness about the fund.
* Monitoring utilization of loans and repayments.
* Providing feedback link between youth groups and the fund secretariat.
* Youth Enterprise Fund committee member at District Level.

**ACADEMIC & PROFESSIONAL BACKGROUND**

**2010 August-2013 August, St Paul’s University- Kenya**

**Bachelor of Business Information Technology**

**Score:** Second Class upper.

**2006-2008; Kenyatta University**

**Diplôma in Business Management**

**Score ;**Credit

**2008; Robben Computer Training Institute.**

 ***(Computer Packages)***

**Feb 2001-Nov 2005Kebabe Girls High School**

O’ Level **(KCSE)** **B- (Minus)**

**Feb 1991-Nov 2000**Primary Level **(KCPE) 477/700 B+ (Plus)**

**Computer proficiency**

**Cotech College /Seniors Driving School**

* Advanced MS Excel &MS Word
* Quick books
* BCE Driving Licence

**Personal attributes**

* Good analytical skills, time management and organizational skills.
* Excellent communication skills both written and oral.
* Integrity and firmness in decision.

# Goal and Vision

* Apply my entrepreneurial and innovative ability in a competitive industry and cultivating a global mindset in the ever turbulent and dynamic global environment.

# Career Aspiration

* To achieve the qualification and experience in strategic management, global entrepreneurial dynamics, risk management and corporate governance.

# Personal Interests

* Traveling & adventure
* Watching business talk shows and listening to music
* Watching Documentaries