**CV**

**Personal Details**

Date of Birth 21/07/1988

Nationality Kenyan

Marital Status Single

Language English and German

To work in a dynamic performance driven environment that will enable me in exploit my potential to the maximum with prospects for career growth.

**VISION**

To be the best I can be in my dream career path.

**WORKING EXPERIENCE**

**JAN 2015 TO DATE** : KOLOB PAYMENT EXPRESS LTD.

**POSITION** : Client Relations.

**DUTIES AND RESPONSIBILITES**

* Customer Service
* Telephone Operation
* Filing and Mailing
* Bookings
* Arranging for the Meetings
* Managing the Office

**JAN 2013- 2014**  : Mururi Radio Station

**POSITION HELD** : Assistant Office Administrator/ Client Service Executive

**DUTIES HELD AND RESPONSIBILITIES**

* Management of Office filling system and general record keeping
* Contact point for all customers and visitors who report to the reception desk for enquiries
* Manages the office diary in terms of booking appointments scheduling meeting and appointments.
* Take minutes held in various meeting or interviews for interns
* Ensure the office equipment and facilities are clean and well maintained

**JAN 2012 – DEC 2012**  : SUNFLOWER FOODSTUFF TRADING LRD

**POSITION** : Secretary and Receptionist

**DURIES AND RESPONSIBILITIES**

* General Secretarial duties
* In charge of the Director’s Diaries (Appointments & Travel arrangements)
* Maintain Petty Cash float and preparing monthly report petty cash statements.

**Nov 2010 - NOV 2011** : BEMS & JANS CARE SERVICES LTD

**POSITION HELD**  : Customer Service Agent (CSA)

**RESPONSIBILITIES**

* Data entry and filling
* Telephone Operations
* Checking in passengers

**NOV 2011** : TRADEWINDS COMPANY

**POSION HELD** : Customer Service Agent (CSA)

**DUTIES AND RESPONSIBILITES**

* Data entry and filling
* Telephone Operations
* Checking in passengers

ACADEMIC ACHIEVEMENTS.

|  |  |  |
| --- | --- | --- |
| **Certificate** | **Institution** | **Year(s)** |
| Certificate in customer service | ZETECH COLLEGE | JAN 2012-DEC 2012 |
| Certificate in German | EAST AFRICA UTALII INSTITUTE | APR 2010-JUNE 2011 |
| SECONDARY LEVEL | KILIMANJARO GIRLS HIGH SCHOOL | Jan 2004 – Nov 2007 |
| ELEMENTARY LEVEL | USHIRIKA PRIMARY SCHOOL |  |

**HOBBIES**

* Travelling
* Socializing
* Swimming

**LANGUAGES SPOKEN**

English, Kiswahili and Chinese,

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**Gulfjobseeker.com CV No:** **1515960**