**First Name of Application CV No:** **1652898**

Whatsapp Mobile: +971504753686



**PERSONAL DETAILS**

Date of Birth : 4th May 1986

Marital Status : Single

Gender :Female

Nationality : Kenyan

**POSITION APPLIED: CUSTOMER SERVICE/CASHIER**

**CAREER OBJECTIVES**

To enhance relevant skills, provide an ample scope for growth and contribute to achievement of organizational goal by effectively using the conceptual skills and knowledge gained through education and my organizational experience to improve customer satisfaction.

**PERSONAL ATTRIBUTE**

* Hard-working
* Honest and dependable
* Business oriented
* Team player and in own initiative
* Advocacy, friendliness
* Open-minded.

**EDUCATIONAL BACKGROUND**

**2005-2007 Mombasa Polytechnic**

Diploma in Business Administration at Mombasa polytechnic

**2001-2004: Mulango girls**

Kenya Certificate of Secondary Education (K.C.S.E)

**1992-2000: Kangose Primary School, Kitui.**

Kenya Certificate of Primary Education (K.C.P.E),

**Other training courses include**

* Computer application Software
* Class BCE motor vehicle driving license.

**WORKING EXPERIENCE**

**2014-2016**

**G4S SECURITY SERVICES K. LTD.**

**RECEPTIONIST/CUSTOMER SERVICE**

 RESPONSIBILITIES

* Welcoming visitors and taking care of clients complaints.
* Giving them updates on the product types and services provided.
* Ensuring that all firm assets are well listed and updated regularly as required by the firm.
* Responding to emails in time and giving updates on daily scheduled meetings.
* Co-ordinate any firms activities and passing on of information given from top management through memos.
* Delegating Calls & Enquiries.
* Managing Office Records and filing of minutes.
* Report preparation.

**2008-2013**

**G4S SECURITY SERVICES K. LTD-(KENYA AIRWAYS MOMBASA OFFICE)**

**Cash in Transit (Banking Support Services).**

**CASHIER**

**RESPONSIBILITIES.**

* Cash collection
* Banking services on behalf of contracted clients
* Receipting and banking cheques.
* Cash reconciliation as well as book of accounts.
* Float management.
* Wage payment to employees of contracted clients

**INTERESTS AND HOBBIES**

* Swimming
* Reading
* Traveling
* Dancing