**CURRICULUM VITAE**

**Personal Details**

**NAME: MELVIN**

[**MELVIN.301743@2freemail.com**](mailto:MELVIN.301743@2freemail.com)

**D. O. B: 12TH JULY, 1988**

**Career Objectives**

A highly motivated confident individual with exceptional multi-tasking and organizational skills. Having extensive experience of identifying the needs of corporate customers, successfully coordinating the activities of various departments and having an excellent commercial approach to solving problems and developing business processes.. Possessing a significant record of achievement in Human resource management and able to quickly understand the mission, vision and values of an organization.

Now looking for a new and challenging position and career advancement opportunity with a company that will allow me to use and develop my skills and potential fully and also further my personal and professional development.

**Professional and Personal Skills**

* Proven ability to lead, motivate and build successful teams.
* Understand all legal, regulatory, information security and compliance requirements.
* Knowledge of the client & product life cycle process.
* Achieving targets in a dynamic and complex business environment.
* Ability to understand and fully assess client needs and develop targeted solutions
* Ability to quickly learn, use and understand new technology.
* Experience of working in a target driven environment.
* Ability to manage operations within budgetary constraints.
* Building and maintaining strong and effective relationships with team mates and customers.
* Decisiveness
* Integrity
* Troubleshooting and problem solving.

**Education Achievements**

**Institution: Kenya Methodist University**

**Period:** Sept 2011-Dec 2014

**Degree: Bachelor of Business Administration (HRM)**

**Institution: Kenya Institute of Management**

**Period:** March- July 2009

**Qualification: Advanced certificate in Business Management**

August 2009- November 2010

**Diploma in public Relations**

**Institution: Ndutumi Secondary School -Maragwa**

**Qualification:** KCSE **B-**

**Computing Skills**

Computer packages

Ms Word, excel, PowerPoint, sage, spreadsheet, QuickBooks

**Work History**

**Position:** STOREKEEPER

**Employer:**  **GULF CONSOLIDATED CONTRACTORS (GCC)**

**Period (start):** OCT 2015

**Responsibilities:**

* Monitoringof expiry dates of products and reporting to the Stores Supervisor.
* Ensuring that products are well and properly arranged in the racks to avoid breakages or accidents.
* Maintaining all records as guided by the operating procedure: Bin cards, Requisitions, GRN, Production Register, Internal system are similar to physical stock count.
* Ensuring that the store is always maintained clean and neat.
* Ensuring no unauthorized persons is in the store.
* Issuing out materials from stores as per the approved requisitions and as assigned by stores supervisor.
* Ensuring proper records are maintained on the movement of products to and from the store as well as to the final consumer.
* Raising purchase requisitions for items not in stock.
* Labeling all products accordingly in preparation for dispatch.
* Confirming that documents (LPO & Sales order) are matching before issuing goods.
* Following up on pending orders as per assigned sales orders to ensure that it is processed.
* Prospecting for new clients and managing existing clients’ accounts.
* Offering financial products and consultation services.
* Performing all the operational responsibilities and creating weekly reports on clients’ financial status.
* Dealing with telephone and email enquiries.
* Scanning accounts to Data Management Systems on a daily basis. Filing opened accounts and amendments on the accounts.
* Handling of petty cash for the day to day operations of the company mostly when some product is needed urgently.
* Making sure that the company’s assets which include machines, vehicles and furniture are in good condition and are replaced when need be.

**Work History**

**Position:** ADMINISTRATOR

**Employer:**  **HUZZY AUTOMOBILES**

**Period (start):** NOVEMBER 2013- AUGUST 2015

**Responsibilities:**

* Reporting to the management on the operations of the company from time to time.
* Implementing plans on how to supervise other employees who were under me.
* Taking orders from customers and making sure they received their spare parts in good time, condition, quality and quantity.
* Dealing with front shop sales of spare parts and made sure the customer were satisfied with the products and services offered by our company.
* Involved in book keeping for safe flow of daily operations.
* Managing the daily operations of the purchasing and procurement division of the company.
* Ensuring that the store is at all times maintained clean and neat.
* Ensuring that products are well and properly arranged in the racks to avoid breakages or accidents.
* Monitoring materials in stock both physically and in the system to make sure they are in good condition and this included checking their expiry date.
* Dealing with telephone and email enquiries.
* Attending several workshops that dealt with motor vehicle and spare parts.
* Negotiating with external vendors to secure the most favorable terms.

**Work History**

**Position:** INTERN

**Employer:**  **NHIF –MERU BRANCH**

**Period (start to end):** May 2013- August 2013

**Responsibilities:**

* Checking claims and making sure they were in order.
* Entering the claims on the data base for easy access and for the payment to our customers.
* Authorising payments of the claims that were fit to be paid.
* Registration of customers for the insurance policy.
* Handling of customer complaints.

**Hobbies and Interests**

* Participating in community development and research programs
* Participating in voluntary work and visiting children homes
* Reading motivational books
* Networking
* Program exchanges and forums