**JUSTUS KIPROP**

**OBJECTIVES**

My objective is to pursue a career in the ever expanding educational fraternity. To apply and improve my knowledge, skills and experience in a competitive and diverse working environment where I will rise to streamlined the academic challenges calling for intellectual development and satisfaction, dedication hard work and integrity in the fraternity.

**EDUCATION**

NOV 2010 : MOI University business managment

 Diploma in business management (Pass with credit)

2005-2008 : St peters HIGH SCHOOL

 KCSE C plain

1996-2004 : ngoisa PRIMARY SCHOOL

 KCPE 310 MARKS

2009 : African institute of research and technology

 Computer packages-pass with credit

**WORKING EXPERIENCE**

**Pandora (shoes and garments)**

**March 2015- Present - Kenya**

**Position:**  **Sales Assistant**

* Replacement of price tags if needed.
* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays.

**Sirikwa (chicken house)**

**March 2012 – March 2014 -** Kenya

**Position:** Waiter

* Work towards the timely set up of the assigned Food & Beverage outlet, according to the meal settings and in line with the opening/ closing hours.
* Work in close cooperation with the Kitchen and Stewarding as well as the Outlet Cashiers to ensure a smooth running operation
* To welcome, sit and take food orders from guests in the Lounge or Restaurant. ·
* To ensure that service is at all times performed in a professional manner following standards set.
* To ensure that the billing procedure is thorough, correct and signed at completion of each meal.

**PERSONAL DETAILS**

Nationality : Kenya

Gender : Male

Civil status : Single

Date of birth : 10.01.1991

Visa status : Tourist visa

**SKILLS**

* Excellent in oral and written communication.
* Computer Literate: Word, PowerPoint, Excel.
* Good skills in Team Work and Leadership.
* **Languages**: English,Kiswahili

**Job Seeker First Name / CV No: 1826370**

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