**CURRICULUM VITAE**

**NAME:** MURAD 

**SEX:** MALE

**RELIGION:** ISLAM

**DATE OF BIRTH:** 9TH APRIL 1990

**NATIONALITY:** KENYAN

**MARITUAL STATUS:** ENGAGED

**LANGUAGES:** ENGLISH AND SWAHILI

**EMAIL ADRESS:** [MURAD.319178@2freemail.com](mailto:MURAD.319178@2freemail.com)

**PROFILE AND OBJECTIVES**

I am innovative and creative individual who is committed to excellence and have embraced the virtue of team participation. I am keen to meeting targets within strict deadlines while paying attention to details to achieve organizational objectives.

**WORKING EXPIRIENCE**

**Mombasa Beach Hotel and Resort (jan 2011 to march 2013)**

Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.

 Directs visitors by maintaining employee and department directories; giving instructions.

 Maintains security by following procedures; monitoring logbook; issuing visitor badges.

 Maintains telecommunication system by following manufacturer's instructions for house phone and console operation

**JUNE 2013 TO JULY 2014:**  BAKE N BITE

JOB TITTLE: Credit Control Assistant

* Calling and checking customer's orders
* Follow up of deliveries
* Deciding whether or not to offer the credit
* Setting up the terms and conditions of the loan
* Negotiating re-payment plans
* Advise on any necessary credit notes
* Dealing with internal queries about payments
* Ensuring customers pay on time
* Solving customers complains

**JOB TITTLE:**  STOCK CONTROL (AUG 2014 TO JULY 2016) BAKE N BITE

1. Ensure all inventory and stock management systems are maintained accurately.

2. Responsibility for purchasing and the “in-stock” levels within the agreed inventory.

3. Purchase inventory within the agreed budgets.

4. Immediately alert the chief accountant when a budget is exceeded.

5. Maintain a process for returns. Manage a defined area in the storeroom for returns/credits.

This area will include out of dates, damaged and un-saleable goods.

6. Maintain harmonious working relationship with Suppliers/Vendors within the buying set by the business.

7. Oversee and assume responsibility for the Electronic Ordering Systems.

8. Observe the correct buying inventory.

9. Observe correct stock receiving.

10. Complete all necessary stock takes.

11. Maintain the storeroom and the allocation of space for stock.

**EDUCATION BACKGROUND**

**HIGHER DIPLOMA IN BUSINESS MANAGEMENT UNDER ASSOCIATION BUSINESS EXECUTIVE ( ABE).**

**FEB 2009 TO NOV 2010: TUDOR DAY SECONDARY SCHOOL (** FORM THREE TO FORM FOUR K.C.S.E)

**FEB 2007 TO NOV 2008:** **DARUL ULUM HIGH SCHOOL (**  FORM ONE TO FORM TWO)

**1997 TO NOV 2007 : TAKAUNGU PRIMARY SCHOOL ( KCPE ).**

**SKILLS AND COMPETENCES ACQUIRED**

* COMPUTER LITERATE
* CAN SPEAK ENGLISH FLUENTLY AND BASIC ARABIC
* MANAGE AND SUPERVISE WORK GROUP.

**INTREST AND HOBBIES**

* Playing and watching football
* Socializing
* Reading novels
* Travelling

**REFEREES**

Will be pleased to provide upon request