

Contact HR Consultant for CV No: 320388

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE:**

A highly motivated professional, with over 5 years of experience in finance and customer service and sales. Possess excellent analytical and communication skills, problem-solving capability. Now seeking for a position that involves constant exposure to various opportunities and customer interaction which will promote self-development and combined team spirit for progress and prosperity of the organization.

**CORE SKILLS & STRENGTHS:**

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* Good communication skills-fluent English**.**
* Excellent leadership, listening, problem-solving skills.
* Ability to build relationships and satisfy a diverse range of clients.
* Excellent analytical, planning, interpersonal and management skills
* Remarkable secretarial and administrative experience in corporate environment.
* Remarkable time management and flexibility to work in all areas of the company.
* Ability to effectively interact with people of diverse cultural and ethnic backgrounds.
* Ability to use a multi-line phone system to answer and route calls.

**WORK EXPERIENCE**

**BUSINESS DEVELOPMENT EXECUTIVE JAN 2016 - JULY 2016**

**TOYOTA KENYA**

**Duties and Responsibilities:**

* Successfully achieved organizational targets by reaching the set sales targets.
* Supervised and contributed in production of marketing material like fliers and magazines.
* Generated leads met customers and made effective presentations.
* Took ownership of the sales executive role from conception to completion.
* Managed relationships with the designated clientele and stakeholders.
* Analyzed the size of market opportunities & prioritized key targets in the assigned area.
* Provided feedback with regards to competitor’s activities in the market and their potential impact on the organization.
* Significantly cut the number of complaints received from the customers thus increased customer satisfaction and sales.

**RECEPTIONIST/ SECRETARY**

**DELOITTE KENYA**

**DEC 2013 - JUNE 2015**

**Duties and Responsibilities:**

* Answering to telephone, screen and direct calls.
* Responding to clients’ E-mails.
* Creating invoices and floating quotations.
* Fielded phone traffic and delegated out calls to required areas.
* Filed financial support documentation as requested by internal and external auditors.
* Provided administrative assistance to the Human Resource Manager and other offices as needed.
* Proper filing and documentation for organizational and occupational office needs.
* Receiving and handling customer complaints.
* Greeting persons entering the organization.
* Monitoring visitor access and security at the reception.

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**FINANCE / ADMNISTRATION OFFICER**

**STAMP INVESTMENTS LIMITED APRIL 2012- NOV 2013**

**Duties and Responsibilities:**

* Capitalization of fixed assets.
* Oversaw collection of accounts receivable payments.
* Ensured proper posting of customers’ accounts in the System.
* Organized vending revenue for tracking and reporting.
* Facilitated labor payroll procedures for employees using Quick Books, Tally soft wares.
* Maintained unit funds in coordination with designated safe balance.
* Recruited and inducted administrative and technical company staff for over a year.
* Prepared and analyzed accounts payable for the Director to track operation expenditures.
* Led in the acquisition of partnerships between various institutions within Africa.
* Analyzed expenses & balance sheet accounts for re-class issues & adjustments as needed.
* Processed quarterly financial statements for the organization using SAP & ERP soft wares.
* Performed daily cash management, recording & reconciliation of fund transfers.
* Prepared and maintained monthly depository bank reconciliations.

**RECEPTIONIST / SPA ASSISTANT**

**FAIRMONT HOTEL KENYA**

**FEB 2011-MAR 2012**

**Duties and responsibilities:**

* Providing information regarding the organization to customers and callers.
* Supervised cleaning of office floor and equipment.
* Attending to visitors and dealing with inquiries on the phone and face to face.
* Greeting and guiding persons entering the organization.
* Getting feedback from clients about SPA and the organization in general.
* Receiving and handling customer complaints.
* Monitoring visitor access and security at the front desk and SPA.

**EDUCATION QUALIFICATIONS:**

* **Degree in Bachelor of Commerce**-St Paul’s University -Jan 2013 to date.
  + Major in Finance & Accounting.
* **Accounting Courses:**
  + Certified Public Accountants- KASNEB – Dec 2015
  + Financial Management- Strathmore University Kenya- Mar 2015
  + Investment Readiness - Kenya Climate Innovation Center- Jan 2014
  + Book Keeping and Accounting -Kenya Institute of Management -2012
* **Certifications in Accounting Soft-wares**-CEROMA Training College-Kenya
  + Sage
  + Quick Books
  + Excel
  + Pastel
  + SPSS
  + Tally
  + Enterprise Resource Planning (ERP)
  + Systems Applications and Products (SAP)
* **O-Level** - Kenya Certificate of secondary Education -2010
* **Secretarial Course**- Cambridge Secretarial College-Kenya-2011-2013

Certifications Done:

* + Customer Management
  + Office Practice
  + Business English
  + Book Keeping

**Computer:**

* + MS Excel
  + MS Word
  + MS Access
  + MS PowerPoint
  + Page maker
  + Internet & Email

**REFEREES:** To be availed upon request.