

**BENJAMIN**

Email: [Benjamin.331132@2freemail.com](mailto:Benjamin.331132@2freemail.com)

Date of birth: 28th July 1985

Nationality: Kenyan

Marital status: Married

Visa status: Tourist

Languages: English and Swahili

OBJECTIVE

To strive towards growth and development of the organization objectives through smart, hard work and commitment.

PERSONAL SKILLS

* + - Flexible and Quick to learn.
    - Critical thinker and attention to details.
    - Good communication, negotiation and interpersonal skills.
    - Have Diploma in Computer Application
    - Excellent team player.
    - Holder of light vehicle UAE driving license.

EDUCATIONAL BACKGROUND

NEET TRAINIG COLLEGE.

Diploma in Computer Application

* + - Intro. To IT. & MS WINDOWS
    - MS. WORD /MS EXCEL / MS. ACCESS / MS. POWERPOINT
    - ADOBE PAGEMAKER / E-MAIL&INTERNET/ QUICK BOOKS PRO

Kenya Certificate of Secondary Education

WORK EXPIRIENCE

2008 to 2016 (Active Supervisor)

Making communications with the customers to enhance the brand names, image and assisting customers with their orders and purchases to boost sales in the company.

* Making sure item price is correct.
* Work on store displays.
* Coach, counsel and train new staff.
* Maintain inventory and making sure items are in stock.
* advising on new fashion trend.
* Handling customer queries adhering to company’s policy.
* Handling and swiftly resolving customer complains in a professional and effective way.
* manner to till hold the customer to the business.
* Organizing the after-sale service to satisfy our customers.
* Helping, driving, motivating and encouraging retail staff to achieve sales target.
* Working as a senior team member, upholding the brand image achieving the sales target.
* Submitting a daily performance report to my head supervisor.

2006 to 2007 Dg tech computer institute AND Silverstone Junior School

(COMPUTER INSTRUCTOR)

* Design, facilitate, and teach the computer instruction component.
* Prepare execute lesson plans, assigning tasks, and evaluating student work and progress.
* Develop course syllabus, assess, supervise, and motivate students.
* Have basic computer knowledge of software, MSOffice, and assist program students with program presentation.
* Promote safe, effective, and ethical learning environment.
* Use professional discretion and judgment in managing students in classroom setting.
* Other job-related duties as assigned.

INTERESTS

* Reading
* Sightseeing.
* Traveling

REFEREES – Upon request.