**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name : Francis

Email : [Francis.334441@2freemail.com](mailto:Francis.334441@2freemail.com)

Date of birth : 16th July 1988

Nationality : Kenyan

Marital Status : Single

Visa status : Visit visa

**CAREER ASPIRATION**

Fresh and highly-motivated individual looking for an Office Assistant position you’re your Organization. I Offer strong competency in records management, a desire to make a difference, and a keen eye to detail to improve the overall efficiency.

**WORK EXPERIENCE**

**IPSOS SYNOVATE**  
POSITION: Records Assistant

DURATION: Jan 2011- Feb. 2012  
**DUTIES**

* Answer telephones and relay messages to appropriate recipients
* Manage files/folders and compile record
* Manage financial records and light bookkeeping activities
* Take dictation and perform stenographic duties
* Greet customers and visitors and perform tier-one / first contact services
* Manage inventory of office supplies and assist in organizing office activities
* Retrieve files on demand
* Manage travel and accommodation arrangements for staff
* Assist in preparing payrolls
* Mail bills and pay utility bills
* Proofread records and reports for accuracy
* Type and edit correspondence
* Prepare carrier packages for UPS and Federal Express
* Perform document photocopying and paperwork distribution tasks
* Ensure management of minor repairs of the office

**SAFARICOM KENYA**

**POSITION:** Office Clerk

**DURATION**: March 2012-September 2015

**JOB PROFILE**

Responsible for performing clerical and administrative duties in an office setting. Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies..

**DUTIES**

* Responded to questions of visitors and guests and provided relevant information
* Typed, formatted, proofread, and edited mail and other documents
* Answered telephone calls and emails
* Updated and maintained office files, folders, record, correspondence, and database systems
* Managed incoming and outgoing mail
* Performed simple bookkeeping tasks
* Organized files, folders and office records
* Supervised meeting schedules and calendars
* Kept records of company transactions and office activities
* Arranged meetings and appointments
* Performed additional tasks given by managers
* Ordered materials, supplies, and services
* Utilized general office equipment, including fax and photocopy machines

**EDUCATION BACKGROUND**

**2011-2014:** Makerere University Business School

**Award:** Bachelors in Business Computing

**2008-2009**: East High School Ntinda

**Award**: Uganda Advanced Certificate of Education.

**2004-2007**: Rev. Muhoro Secondary School

**Award**: Kenya Certificate of Secondary Examination

**AREAS OF EXPERTISE**

* Effective team-player with awesome attention to detail
* Excellent skills in maintaining cleanliness and personal hygiene standards

**REFERENCES**

Available upon request