**CURRICULUM VITAE**

**PERSONAL PROFILE**

**NAME:**FRIDAH

**NATIONALITY:**KENYAN.

**E-MAIL** [FRIDAH.335877@2freemail.com](mailto:FRIDAH.335877@2freemail.com)

**CAREER OBJECTIVE**

To practice, employ and advance my learnt skills towards a successful and result oriented career growth into a position of more responsibility and make a significant contribution to the business world.

**PERSONAL ATTRIBUTES**

I am a hardworking lady, honest and of high integrity and confidence. I am reliable and always committed to my duty.Iam looking for a career to fully utilize my potential for the benefit of the organization and personalgrowth, toexperience, career development and advancement opportunities within the organization.

**EDUCATIONAL BACKGROUND**

**May 2006-July 2008.** Diploma in Public Relations, Jomo Kenyatta University of Agriculture andTechnology (JKUAT)

**Feb 2006-March 2006.**Completed the following computer applications at Institute of Advanced Technology (IAT)Applications, Ms Windows, MsExcell, Ms word, Ms Access, Ms Power point, Internet and Email.

**2002-2005.**Kenya Certificate of Secondary Education (KCSE) at Sendera secondary school-Mt.Elgon and attained a C+.1993-2001.

**1993-2001**. Kenya Certificate of Primary Education, at St. Patrick’s Ukwala girls’ primary school

**SKILLS AND KEY COMPETENCES**

* Have excellent organizational and interpersonal skills.
* I offer excellent customer service with my written and verbal communication skills.
* I am proficient in use of computer.
* Have effective time and resource management skills.
* Am able to work in a team and can multitasking to meet strict deadlines.
* I am a quick learner and have ability to go an extra mile where required.
* Have ability to work under pressure with minimal supervision.

**WORK EXPERIENCE**

* **Pesi Motors Kitale Jan 2015-Present**

**Public Relations officer and Sales manager.**

**Duties and Responsibilities.**

* Customer care and assistance.
* Record keeping and mail receiving and dispatch.
* Finance management and control of purchases and sales as well as debt collection.
* Administrative duties among junior employees and mechanics.
* Answering and making official calls.
* **Waste house Hotel-November 2013**

**Receptionist**

**Duties and Responsibilities**.

* Providing customer service to clients.
* Switchboard Operation, calling, answering multiple lines and forward calls to appropriate personnel.
* Write down and deliver messages.
* Sending, and distributing letters to respective desks.
* Manual and computer filing and typing correspondences
* Filling-computer manually
* Coordinating and updating the Management on all happenings in both
* Administration and operations departments.

**Gamax Limited 2009-2013**

**Hostess/Public relation**

**Duties and Responsibilities**

* Providing customer services
* Presenting client’s case for quality services
* Ensuring timely forwarding and dispatching of documents.
* Welcoming visitors and directing them to the destiny.
* Preparing memos as required for signatory,
* Ensuring confidentiality of staff’s and clients information.
* Receiving telephone calls on behalf of the Boss.

**Blue Shield Insurance-January 2007 to October 2007**

**Data entry clerk**

**Duties and Responsibilities**

* Data entry using Quick Books.
* Doing Bank Reconciliation.
* Reconciling daily payments with sales.
* Booking keeping and filling
* Filling VAT.