**Curriculum Vitae**

 **SALINE**

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Date of Birth: 25/1/1989

**C/o-Cellphone: +971505891826**

Email: saline.343020@2freemail.com

**CAREER AND PERSONAL OBJECTIVE**

To constantly learn and upgrade my **Administrative/ Sales** and **Business management**skills. I am innovative, goal- driven, ambitious, pro-active, analytical and professional. Seeking to work in a busy and challenging environment under minimum supervision and rise through the ranks to management level while exercising my abilities to the fullest extent as I support individuals and incorporate growth.

**SKILLS AND COMPETENCE**

* Excellent communication and interpersonal skills.
* Excellent customer service skill.
* Highly organize
* Excellent cashiering skills
* Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint,Databases, Spreadsheets and the Internet.
* Excellent telephone etiquette
* Ability to adapt in any environment and can work in shift.

**WORK EXPERIENCE**

Jan-2015 to Decembert 2016 : Citinettechnologies Limited

***Position:***Customer Care Representative

Jan 2013- Nov2014:Grill Inn Restaurant

 ***Position: Cashier***

***Duties:***

* The first duty of cashier is to greet the customers entering into organization.
* Handling all the cash transaction of an organization.
* Receive payment by cash, cheques, credit card etc.
* Checking daily cash accounts.
* Guiding and solving queries of customer.
* Providing training and assistance to new joined cashier.
* Maintaining monthly, weekly and daily report of transactions

Dec 2010 - Dec2012: Kenchic Inn

 ***Position: Cashier***

***Duties:***

* Purchasing. Giving orders to procurement department on what to buy or take part in purchasing the products
* Sale. Able to sell products to clients.
* Cashiering. Punching products ,giving change and training new personnel
* Stock taking. Taking stocks at the beginning of the shift and when closing, and making sure that there is enough products in the store
* Customer services.

Feb 2010 - Jul2010: My Shop (Oilybia Station)

 ***Position: Sales Representative***

 ***Duties:***

* Monitoring competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Recommending changes in products, service, and policy by evaluating results and competitive developments.
* Resolving customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

**EDUCATIONAL BACKGROUND**

May 2013-July 2013: Computer and Industrial Service Association of Kenya

 **Certificate in computer studies**

Jan 2012-Apr2013: Kenya MethodistUniversity

 **Diploma in Business Administration (Management)**

Jan 2009- Nov2009: Friends Ofafa Jericho

 **Kenya Certificate of Secondary Education**

Jan 2005- Nov2008: Oyugis Secondary School

**Kenya Certificate of Secondary Education**

Jan 1995 - Nov2004: Obama Primary School

 **Kenya Certificate of Primary Education**