**** **CURRICULUM VITAE**

**PERSONAL DETAILS**

**NAME**  : JOHN

[**JOHN.348243@2freemail.com**](mailto:JOHN.348243@2freemail.com)

**DATE OF BIRTH** : 1ST OCTOBER 1993

**GENDER**  : MALE

**PERSONAL ATTRIBUTES**

Am dynamic and diligent individual who is quick to learn, grasp new skills and concepts. Also am honest, self driven, goal oriented individual capable of working under minimum supervision.

**OBJECTIVES**

To be able to work in a competitive environment that recognizes and appreciates hard work while acquiring new and honoring skills that enhance my professional prospects

**WORK EXPERIENCE**

**Sept 2015 - Jan 2017 : Nyati Builders and Associates**

**Position : Storekeeper**

**Duties and responsibilities**

* Receiving materials from suppliers
* Arranging materials in a proper manner
* Preservation of materials, that is,keeping materials in safe custody
* Recording the receipt and issue of materials
* Supervising the duty
* Issuing purchasing requisition to the purchasing department for fresh purchase of materials

**Dec 2014 - July 2015 : Nakumatt stores,Kenya**

**Position : Sales assistant**

**Duties and responsibilities**

• Ask customer how they can be helped  
• Provide customers with product information that they need  
• Escort customers to the correct aisles  
• Explain product features and warranty agreements  
• Demonstrate the working of a product when the customer asks  
• Provide customers with information on daily deals and promotions

Welcome customer as they arrive with a smile

**April 2014- Nov 2014 : Ufanisi ventures Housing Cooperative Society Ltd.**

**Position : Sales executive.**

**Duties and responsibilities**

* Present purchase offers to sellers for consideration.
* Interview clients to determine what kinds of properties they are seeking.
* Prepare documents such as representation contracts, purchase agreements, deeds and leases
* Coordinate property closings, overseeing signing of documents and disbursement of funds
* Acts as intermediary in negotiation between buyers and sellers, generally representing the seller.
* Promote sales of properties through advertisement, open houses and participation in multiple listing services.

**ACADEMIC BACKGROUND**

Sept 2012- Dec 2013 : JOMO KENYATTA UNIVERSITY OF AGRICULTURE &

TECHNOLOGY (JKUAT)

Diploma in sales and marketing

June 2012-Aug 2012 : HI-TECH COMPUTER COLLEGE

Certificate in computer packages

Jan 2012-April 2012 : JOMO KENYATTA UNIVERSITY OF AGRICULTURE &

TECHNOLOGY (JKUAT)

Certificate in Bridging Mathematics

Jan 2007- Nov 2010 : CHOMO SECONDARY SCHOOL

Kenya certificate of secondary education (K.C.S.E C plain)

Jan 1999-Nov 2006 : KIARUTARA ACADEMY

Kenya certificate of primary education

**HOBBIES**

* Swimming.
* Dancing.
* Reading novels.

**REFEREES**

Upon request