**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Name : Joan**

**Joan.351969@2freemail.com**

**OBJECTIVE**

To secure a promising position that offers both challenge and good opportunity for growth in a multi cultural set-up. I excel in a fast paced working environment, welcome challenge and remain level headed, calm and decisive in pressured situations. I possess good people management skills, commercial awareness, excellent communication skills and articulation in the ever-changing business world which allows me to adapt to all scenarios. Confident and enthusiastic team player, enjoying new adventures and embrace knowledge.

**WORK EXPERIENCE**

**INDABA EAST AFRICA LIMITED (JANUARY 2007 – JANUARY 2017)**

In charge of Administration/Finances/Reservations/Marketing

Responsibilities:

* Administrative duties
* Marketing new routes and itineraries
* Overall management of campsite
* Booking of guests and organizing for their accommodation, airport pick ups and travel arrangements
* Handling all the logistics of the Nairobi office
* Ordering of camp goods, foods and maintaining of stores controls
* Trip planning/Bookings/Reservations
* Book-keeping/Preparing budgets as required
* Managing a fleet of over 15 overland trucks
* Other duties as may be assigned

**BONDO FISHMEAL INDUSTRIES LTD. (November 2004 – December 2006)**

In charge of Administration/Operations in Nairobi office

Responsibilities:

* Managing a fleet of 6 trucks
* Ensuring that the vehicles are serviced and in good condition at all times
* Ensuring that vehicle documents are in order
* Arranging for loading at various depots
* Arranging deliveries to various customers
* Procurement
* Preparing invoices
* Handling petty cash
* Stock-taking
* Following up on payments
* Handling routine emails/telephone inquiries
* Liaising with the Factory Manager on the day to day running of the factory
* Overseeing the day to day running of Nairobi office
* Other duties as may be assigned

**DIGITAL ADVISORY & LEARNING CENTRE (January 2001 – September 2004)**

In charge of the Front Office and reporting to the Centre Manager

Responsibilities:

* Attending to inquiries made by prospective students
* Counter checking documents submitted by prospective students for admission
* Liaising with students who are on long distance program to ensure that they are within the course schedule
* Monitoring students on campus to ensure they don’t miss classes unnecessarily and that they also submit their assignments
* Administrative duties that may arise within the centre
* Handling routine communication between the institution and students
* Other duties as may be assigned

**EDUCATION**

**2001 – 2002** Nairobi Institute of Business Studies

 Diploma in Business Administration

**1994 – 1995** Reeswood Secretarial College

 Certificate in Secretarial Duties

**HOBBIES** Current affairs/Reading/Travelling/Meeting new people

**REFEREES : Upon request**