Eveta

 Eveta.360651@2freemail.com
**CAREER OBJECTIVE:**

To ambitiously help achieve operational and organizational objectives. Be a fully fledge professional ethics by offering exemplary leadership.

**PROFESSIONAL EXPERIENCE:**

**Nov 2014 – To Date: Naim and Sons Logistics Ltd
 Administrator/Declaration Officer**

**Duties:**

* Front office operation***:*** Receiving guests and customers and address their queries or complaints.
* Attending to business calls, emails both for international and local.
* Personal Assistant to the director
* Staff management
* Maintenance and safeguarding of office equipment
* Keeping all office records and documentations
* Negotiating Price of importing cargo from exporter
* Doing all declaration work include Lodge Entries and IDFs
* Solving KRA problems if any arises.
* Dealing with shipping line in getting Delivery Orders for the arrived cargo for clearance by following the whole procedure required.
* And many other duties assigned in clearing and forwarding department and outside the department.

**Oct2013 – April 2014: Hard Times Solution Limited.
Administrator** / **Personal Secretary**

**Duties:**

* Data Entry
* Drafting letters for use by the company
* Verification of loan application forms
* Preparing Agendas and writing Minutes for every meeting
* Sorting and filling of clients loan application forms
* Sorting and filling letters drafted and from our clients
* Banking money collected from client everyday
* Filling of accounting document e.g. payment vouchers and Bank slips
* Computing financial records daily
* Customer care services and many other jobs assigned to do.

**Nov 2012 –Aug 2013: Small Saff Properties
Administrator / Secretary**

**Duties**:

* Data Entry
* Collecting rent from tenants
* Banking the collections done daily
* Filling Documents
* Customer care services
* Paying Landlords
* Receiving phone calls from our clients
* Marketing for the company to grow and many other job assigned to do.

**Dec 2010 – Nov 2012: Mombasa Homes and Properties Enterprise Ltd.
Administrator /Secretary**

**Duties:**

* Data entry
* Paying Landlords
* Preparing Agenda for the meeting
* Writing Minute in every meeting of the Company
* Collection of monthly rents from tenants
* Attending the clients (new tenants)
* Banking the collection done daily
* Receiving phone calls from our clients
* Filling documents e.g. Bank slips
* Writing receipts for the client’s payments and any other job assigned to do.

**EDUCATION QUALIFICATION:
June 2016 – Dec 2016: Kenya School of Revenue Administration
Pursued:** East Africa Customs Freight Forwarding Practicing Certificate. **(EACFFPC)**

**May 2012 - Aug 2013: Kenya Methodist University
Pursued:** Diploma in Business Administration

**Oct – Nov 2011: Data Network Institute.
Awarded:** Certificate in Computer Modules of Accounting

**May – June 2011: Data Network Institute
Awarded:**Certificate in Computer Packages

**Jan – April 2011: Mount Kenya University
Awarded:** Certificate in Information Technology

**2009 – 2010: Our Lady of Perpetual Succour Girls Secondary School
Awarded:** K.C.S.E Certificate
**Grade:** C+ (plus)

**2000 – 2002: Nyagechenche Primary School
Awarded:**K.C.P.E Certificate
**Grade:**C (plain)

 **SKILLS**

* Computer skills
* Communication Skills
* Problem solving Skills
* Experience in Driving Classes BCE

**DESIRABLE QUALITIES:**

* Focused
* Hardworking
* Good at taking instructions
* Disciplined and God fearing
* Good public Relation

**LANGUAGES:**

* English, Kiswahili and Kisii both spoken and written. **HOBBIES:**
* Socializing, Feature writing, Making new friends,
* Travelling and Reading