**MARY**

**PAGE 1**

**CURRICULUM VITAE**



Mary.362215@2freemail.com

Dubai , United Arab Emirates



To enhance my professional skills in a dynamic and stable workplace

**CAREER GOAL**



**Diploma in Air Travel Operation | 2012 - 2013**

**Nairobi Aviation College, Nairobi, Kenya**

**EDUCATION**

**WORK**

**EXPEREINCE**

**Qatar Food Company (KFC) Mar 2014 – Mar 2015**

Responsibilities included:-

* Count money in cash drawers before the beginning of the shift and to make sure it is correct as handed over by the previous shift.
* Greet customers entering the restaurant.
* Taking Orders and requests from the customers or replacing orders if requested by customer.
* Completing customer transactions on the cash register.
* Maintaining cleanliness in the assigned areas of restaurant during opening and closing time.

**Inter-Consumer Company Limited (Nairobi, Kenya) July 2011 - 2012**

Responsibilities included:-

* Marketing the new product.
* Promoting all special sales events and visual presentation initiatives through the store.
* Ensured organization of merchandise and cleanliness of department for a friendly shopping experience for the customers.
* Greeting, acknowledging and following up with customers, informing them about the new products, responded quickly to requests and concerns along with using best practices in customer service issues.
* Developing excellent customer report at store level within assigned territory, assessed needs and identifying sales opportunities within stores.



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**Beauty Craft Jewellery Shop (Nelspruit, South Africa) Jan 2010 - July 2011**

Responsibilities included:-

* Welcoming customers by greeting them and offering assistance.
* Handling responsibilities of receiving incoming inventory items organizing them according to size and types.
* Performing the tasks of assisting with setting up of sales floor display and monitoring inventory and stock items in the store.
* Providing information on products to the customers, helping them to make selections, offered suggestions and opinions.

**Amuka Kibera Youth Organisation (Nairobi, Kenya) May 2008-May 2009**

* Teaching the youth about cleanliness in the environment.
* Teaching them how to make money by making jewelleries using beads and paper.
* Creating awareness in the community by providing books and counselling.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Update and maintain office policies and procedures.
* Order office supplies and research new deals and suppliers
* Maintain contact lists

**HARITH MOHSIN**

**MARY NJERU**

Available upon request

**REFERENCES**

**CORE SKILLS**

**PAGE 2**

**CURRICULUM VITAE**

**Communication:** Possess a strong vision for excellence to build and promote a customer centred culture within a challenging retail environment.

**Team Working:** Self-motivated professional with diverse background in building business value through commitment, adaptability and high degree of productivity, communication and thorough.

* Language Skills (Fluent Writing/Speaking): English and Swahili
* Date of Birth: 18th February 1987
* Visa Status: Visit Visa (Valid Until June 2017).

**PERSONAL ATTRIBUTES**

**PAGE 2**

**CURRICULUM VITAE**