****JACINTA

**ACCOUNTANT**

## Email: Jacinta.381701@2freemail.com

## Visit status: visit visa

## Date of birth:09/04/1994

# **Work experience** **Skills**

##  VISA CONSULTANT KHR BUSINESSMEN SERVICES

## 31-07-2017 - PRESENT

**MICROSOFT**

MS OFFICE

Monitoring and tracking visa validity.

Making travel arrangements for inbound clients and client doing visa change.

Ensuring visa applications are processed accurately and efficiently, this includes loading of applications and client advise emails.

Provided accurate advise with regards to passport and visa requirements.

Ensuring clients are kept up to date throughout the process the process of visa processing. Assisting in resolving passport and visa problems.

MS WORD

MS POWER-POINT MS EXCEL

INFORMATION TECHNOLOGY SOFTWARE TROUBLESHOOTING

# **Text section:**

A senior Visa consultant with vast knowledge in inbound tourism,

## Sales Manager

**NAIROBI PERTROLEUM AND ENERGY COMPANY**

ASSISTANT SALES MANAGER

## 2016-07 - 2017-06

My previous experience Was working as a secretary in a high school.

Pioneered the creation and management KENYA REVENUE AUTHORITY (a database that contains more than 200 Kenyan Taxes in Nairobi arrangements for clients, both retail and corporate.

Provided advice about visas or passports in accordance with the law.

Representative with 2 years’ progressive experience

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Highly skilled in performing office support duties such as providing information to the public.

##  Executive Customer services

**Thika Water and sewage company**

**2014-12 - 2015-07**

 Dealing with customer complaints.

Updating and maintaining customer database including their contacts.

Receiving inbound calls and following up with clients to give feedback on complaints and service clarifications.

Providing information about company offers to clients during calls to help make sales. Training junior employees and guiding them on best customer service etiquette.

 resolving customers’ problems and customer grievances to designated departments for future referenc

Recording and sometimes interpreting results to present to senior colleagues;

Using computers and performing mathematical calculations for the preparation of graphs; Following and ensuring strict safety procedures and safety checks.

## SECTERARY

 **ALPHA HIGH SCHOOL**

**2016-01 – 2017-11**

Trained student on how to review and answer the main exam of their last semester of high school.

Ensured curriculum development by designing a 16-week scheme.

Developed effective learning relationships with students thus, facilitated honest signing and issuing of books.

* Assisting in accounts office and managing the students transfer and admission.

Basketball and Volleyball coach.

# **Education**

## Information Technology

## Thika Institute Of Business Studies

Learning how to program, input data, create websites, marketing software, developing system software using visual basic ,C++, Javascript.

## 2013 - 2015

Anti Drug campaign club (UNADSAC), volunteer as a mentor, Visiting children homes.

Playing basketball, volleyball and partly soccer.