

JUDITH

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Objective

**I seek challenging opportunities where I can fully use my skills for the success of the organization.**

**Experience**

**WORK EXPERIENCE**

**14/12/2018 - 19/8/2019**

**STOREKEEPER**

* Maintaining Quality of the packages
* Internal auditing
* Balancing stock
* Requisition of goods and of Maintaining stock
* Designing artworks
* Maintain receipts, records, and withdrawals of the stockroom
* Receive, unload, and shelve supplies
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
* Rotate stock and coordinate the disposal of surpluses
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

**KENYATTA UNIVERSITY 9/3/2018 - 31/3/2018**

**MACHINE OPERATOR**

* Producing plate using a Computer To Plate machine.
* Ensuring quality management by comply with the job specifications
* Cleans work area and maintains equipment and work stations, using hand tools.
* Maintains records of daily production, using specified forms.
* Observes and monitors machine operations to detect malfunctions and makes required adjustments.
* Manually stocks supplies such as signatures, books, or paper.
* Removes books or products from machine and stacks them.
* Cleans and lubricates machinery parts and makes minor repairs.
* Examines printed material and related products for defects and to ensure conformance to specifications.
* Performs other tasks as needed.

**EXCEL PACKAGING LIMITED2/1/2017 - 6/3/2018**

 **SALES REPRESENTATIVE**

* Serves customers by selling products and meeting customer needs.
* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results
* Advising the firm to be able to fit in the Market survey

**PRESSMASTER PACKAGING29/4/2013 - 14/7/2016**

**QUALITY CONTROLLER**

* Maintaining Quality from origination to finishing
* Round check of production
* Approving Production using the correct artworks
* Training newemployees on quality management
* Minimizing wastage through strong visual skill
* Ensure time delivery by avoiding delays
* Read blueprints and specifications
* Monitor operations to ensure that they meet production standards
* Recommend adjustments to the assembly or production process
* Inspect, test, or measure materials or products being produced
* Measure products with rulers, calipers, gauges, or micrometers
* Operate electronic inspection equipment and software
* Accept or reject finished items
* Remove all products and materials that fail to meet specifications
* Report inspection and test data such as weights, temperatures, grades, moisture content, and quantities inspected

**ENGLISH PRESS LIMITED7/9/2011 - 5/12/2011**

**ATTACHEE**

* Printing with a speedmaster machine of a 5 colour plus a varnish
* Making plates and films through a manual process
* Print Finishing processes such as sewing, folding, cutting, trimming, collating and numbering of sheets.
* Binding sheets using a binding machine on a hot melt and PVC adhesives.
* Designing artworks, samples and dummies.

**EDUCATION BACKGROUND**

 TECHNICAL UNIVERSITY OF KENYA

 DIPLOMA IN PRINTING TECHNOLOGY 2012

**PASS**

 LIKOMATT COLLEGE

 COMPUTER PACKAGES 2009

**DISTINCTION**

 KAHAWA GARRISON SECONDARY SCHOOL

 KCSE 2007

**B-**

 NANYUKI PRIMARY SCHOOL

 KCPE 2003

**325/500**

**SKILL**

* Excellent technical skills
* Leadership skills
* Confidence
* Planning and organisation skills
* Communication and interpersonal skills
* Problem-solving skills
* Teamworking skills

**QUALITY AWARENESS**

Quality is an important factor when it comes to any product or service. With the high market competition, quality has become the market differentiator for almost all products and services. Quality control is essential to building a successful business that delivers products that meet or exceed customers’ expectations. It also forms the basis of an efficient business that minimizes waste and operates at high levels of productivity. Through this it motivated me to campaign and train new staffs about Quality Management and Standards.

Language

**LANGUAGE**

* English
* Kiswahili

Reference

Projects