***Curriculum Vitae***

**Simon**

[**Simon.370449@2freemail.com**](mailto:Simon.370449@2freemail.com)

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| **Bio Data** | |
| **Gender:** Male  **Marital Status:** Single  **Date of Birth:** 16th May 1985  **Nationality:** Kenyan |  |

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| **Personal Profile** | |
| A result-driven professional with over 12 years’ of experience. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I am looking forward to work in dynamic and challenging environment that will enable me to utilize my strengths in interpersonal skills, excel and contribute towards the organizations growth and development. As an employee of your organization, I would be competent, punctual and most of all ensure that I maintain a positive attitude so as to achieve the set objectives of the organization. |  |

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| **Education** | |
| |  |  | | --- | --- | | **Jul 2012 – Dec 2012** | **Diploma in Management** | | Kenya Institute of Management |  |  |  | | --- | --- | | **Jan 2012- Jun 2012** | **Certificate in Management** | | Kenya Institute of Management |  |  |  | | --- | --- | | **Nov 2003 – April 2004** | **Certificate in Computers** | | Worldwide Information Technology |  |  |  | | --- | --- | | **2000 - 2003** | **Kenya Certificate of Secondary Education** | | Kibiru Secondary School | |  |

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| **Skills** | |
| * **Communication Skills**: Excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations for consideration, approval and implementation. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Flexibility and Adaptability**: I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. * **Teamwork**: Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times. * **Time Management:** Ability to prioritize work and manage time effectively. |  |

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| **Work Experience** | |
| |  |  | | --- | --- | | **Oct 2015 to date** | **Emirates Petroleum Products LLC.(EPPCO)** | | **Position: sales assistant**  **Responsibilities:**   * Activate fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to specified levels. * Prepare daily reports of fuel, oil, and accessory sales. * Collect cash payments from customers and make change, or charge purchases to customers' credit cards and provide customers with receipts. * Order stock, and price and shelve incoming goods. * Clean parking areas, offices, restrooms, and equipment, and remove trash. | |  |  |  | | --- | --- | | **Nov 2012 – Dec 2014** | **Jakro Investment Tanzania Limited.** | | **Position:** Senior Sales Executive  **Responsibilities:**   * Contributes to team effort by accomplishing related results as needed. * Sells products by implementing sales plans. * Supervising sales staffs. * Handling complaints from customers and solving them. * Establishing and adjusting selling price by monitoring costs, competition, supply and demand. | |  |  |  | | --- | --- | | **May 2010 – July 2012** | **Mobifixx (Kenya) Limited.** | | **Position:** Customer Care  **Responsibilities:**   * Maintain quality service by enforcing quality and customer service standards. * Analyzing and resolving quality and customer service problems. * Planning the work and ensure it is completed in the right time frame. * Answer telephone and email inquiries in a timely manner. * Manage and maintain client database. * Troubleshoot problems involving office equipment, such as computer hardware and software in case of failure or slow response. | |  |  | | --- | | **Other Positions Held** | | * **May 2009 – April 2010**: Clerk at SawaSawa Africa Limited. * **July 2007 – April 2009:** Clerk at Sunsel International Company. * **June 2005 – July 2007:** Internet café attendant at Parklands Intertel Centre. | |  |

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| **Additional Information** | |
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| **Referees** | |
| * Upon request. |  |