

DERRICK K. ANDERA

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Nairobi, Kenya.

I am an adventurous individual who is ready to take on challenges and secure responsible positions in a company at a high level. With high organizational skills, good creativity, and seeking a challenging environment in the technological arena. My goal is to use interpersonal skills to make sure the company achieves its goals and to achieve the goals the company that focuses on customer satisfaction and excellent customer experience.

EDUCATION BACKGROUND

- AS** : University of the People (October 2013 to November 2019)
: Associate of Science Degree in Computer Science.
- Dip** : Alison Institute (October 2018 to August 2019)
: Diploma in Business Management and Entrepreneurship.
- Dip** : Alison Institute (September 2011 to August 2012)
: Diploma in Web Development, Business, and Marketing.
- Dip** : Kakamega School (February 2004 to November 2007)
: Certificate in High School Education

PROFESSIONAL TRAINING & OTHER CERTIFICATIONS

Microsoft Office Specialist (Certified on January 5th, 2021)

- ❖ MS Word Expert and MS Word 2019 Expert
- ❖ Excel and Excel 2019
- ❖ PowerPoint and PowerPoint 2019
- ❖ Outlook and Outlook 2019

Linux Essentials (Certified on May 9th, 2018)

- ❖ Security and administration of user/group management, working on the command line, and permissions technicalities.

ICDL Profile Certificate (Certified on March 27th, 2014)

- ❖ Computer Modules

AWAITING CERTIFICATION IN THE FOLLOWING;

- ❖ Online Marketing Certified Associate - OMCA
- ❖ Online Marketing Certified Professional – OMCP
- ❖ Certified SEO (Search Engine Optimizer)

WORK EXPERIENCE

Sales Supervisor & ICT Officer

Cobecs International - Nairobi

September 2015 to April 2021

Cobecs International is a private company that deals in Kenya's import and export sector. The duties assigned were to oversee sales within Kisumu, Kakamega, and Busia in Kenya. Kampala and Jinja in Uganda.

After working for 4 months, the role of an ICT officer for the company was also assigned to me due to the experience and educational background I have in IT.

Duties undertaken during my tenure in Cobecs International were;

- ❖ Supervise sales and marketing exercises in Uganda and Kenya.
- ❖ Schedule monthly sales and marketing campaigns within Kenya and Uganda for the company.
- ❖ Supervise a team of 10+ people and ensure timely reports are made by them.
- ❖ Creating reports and making presentations to my superiors.
- ❖ Making follow-ups on clients and potential clients.
- ❖ Making follow-ups on complaints made by clients and ensuring they were dealt with accordingly.
- ❖ Give customer support services, mainly to VIP clients and customers.
- ❖ Working closely with the marketing department. Participate in the advertising of the company.
- ❖ Ensure all paperwork was well documented, stored, and backed up both in the company server database and as hard copies in files.
- ❖ Ensure all the computers and computerized machinery worked efficiently at all times and always gave timely reports to my superiors.
- ❖ Verifying, Entry, and Maintenance of data collected by the marketing team.

Sales and Marketing Rep

Beyuz Communications Ltd – Nairobi

September 2013 to May 2015

Duties undertaken during my tenure in Beyuz Communications Ltd were;

- ❖ The journey at Beyuz began as sales person over the counter for 7 months. During this period, I offered customer support services and made sales.
- ❖ On the eighth month, I was dispatched for external sales and marketing duties under a supervisor for 5 months. Mandated with the task of selling phones and computer accessories in a makeshift street-side kiosk.
- ❖ Proved to my boss that I can do the job well and he assigned a supervisory role to me for a group of 8 other sales and marketing persons.
- ❖ Under this leadership role, oversaw the marketing and sale of products that ranged from airtime, phones, phone accessories, and computer accessories
- ❖ I made documented, daily reports and handed them to my superiors.

Sales and Marketing Rep

Budget Kenya – Nairobi

May 2009 to November 2009

Duties undertaken during my tenure in Budget Kenya were;

- ❖ Sales and marketing representative within Nairobi City for the car hire company and the Smart Bus company for the whole period.
- ❖ Participated heavily in the marketing of the smart buses for 4 months, ensured advertising was made on posters, local newspapers, and TVs under the instructions of my superiors.
- ❖ Made daily sales of bus passes and gave customer support services to commuters in the buses.

COMPUTER SKILLS

- ❖ **Web Coding:** HTML5, CSS3, JavaScript,
- ❖ **Microsoft office:** Efficient with Microsoft office up to Microsoft office 2019
- ❖ **Graphics design** using Adobe Photoshop, Inkscape, GIMP
- ❖ **Operating systems** (Windows, Linux, Mac OS, and Android.)
- ❖ **Computer hardware and software**
- ❖ **Database design**
- ❖ **Basic Networking**

OTHER LIKINGS

- ❖ Reading journals and books, Travelling
- ❖ Making friends.
- ❖ Watching and getting involved in car and ball games.

REFEREES

Charles Raudo,

Cobecs, Director.

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Budget Kenya

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