

CURRICULUM VITAE

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KIPTOO COLLINS TOWETT
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PERSONAL INFORMATION

Nationality : Kenyan
ID : 40564735
Religion : Christian
Marital status : Single
Languages : English, Kiswahili, kalenjin

CAREER OBJECTIVES

- Enhancing team work and collaboration within an organization.
- Encourage new ideas from colleagues
To improve efficiency and effectiveness within the organization to attain its goal and objectives.

SKILLS

- Analytical skills (qualitative and quantitative).
- Web developer.
- Good communication skills.
- Interpersonal skills
- Negotiation skills

WORK EXPERIENCE

COMPANY: POWESTAR SUPERMARKET LIMITED

JOB TITLE: LINE ATTENDANT

Duties and responsibilities

- Stocking shelves.
- Answering queries from customers.
- Giving advice and guidance on product selection to customers.
- Keeping the store tidy and clean, these include hovering and mopping.
- Assisting shoppers to find the goods and products they are looking for.
- Be involved in stock control and management.

- Ensure there are no damaged or expired goods in the shelf.
- Responsible for security within the store and being on lookout for shoplifters.

COMPANY:GO-TO SPORTS LIMITED.

JOB TITLE : Sales and marketing.

Duties and responsibilities

- Collecting orders from customers ensuring they are delivered on time.
- Posting products on offers on social media and sending to customers.
- Secretary to the staff meeting.

EDUCATION BACKGROUND

<u>Year</u>	<u>Institution</u>	<u>Award</u>
2024.	Ajira Digital Program.	1.Virtual Assistance. 2.Digital Marketing 3.AI for Graphic design 4.Content writing
2022-2024.	Mount Kenya University.	Diploma in computer science
2017–2021	Kusumek Secondary	Kenya Certificate of Secondary Education (KCSE) C
2005– 2012	Kusumek Primary School	Kenya Certificate of Primary Education (KCPE)

ABILITIES

- To interact with people from diverse cultures and occupational backgrounds.
- To listen and communicate effectively, efficiently and with clarity.
- To inspire and motivate others towards their goals.
- To learn whats trending on social media.

INTEREST AND HOBBIES

- Reading.(New trends in Business field)
- Venturing and learning new ideas.
- Playing football.
- Tree planting
- Content creating.
- Analysing market for various in social media.
- Participating in charity works.

REFEREES

MR.JEREMIAH NY'AGA
Ass.MANAGER
POWERSTAR SUPERMARKET
P. O Box 658
RUIRU
Phone: 0791-55-88-51

Pst.Kevin Langat
SENIOR PASTOR
AIC KAPSIRATET
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