

PAULINE ACHIENG OTIENO

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CAREER PROFILE SUMMARY

I am a driven individual with accounting, computer, and sales experience. I previously worked as an accountant, accounts intern, and sales executive. My problem-solving abilities, initiative, adaptability, and flexibility have allowed me to excel in a variety of roles. I have strong interpersonal and communication skills, which enable me to work effectively in a variety of settings and build positive relationships. I am a proactive and detail-oriented person who is organized, analytical, and always looking for new ways to learn and grow. My ultimate goal is to contribute my skills and knowledge to my employer while also growing personally and professionally.

CAREER OBJECTIVE

To obtain a challenging position that allows me to utilize my skills and knowledge while providing job satisfaction, intellectual stimulation, and opportunities for career growth.

EDUCATIONAL BACKGROUND

- Diploma in Accounting: Eldoret National Polytechnic; September 2017 to December 2019
- Kenya Certificate of Secondary Education: Ng'iya Girls High School; 2013-2016
- Kenya Certificate of Primary Education: Xaverian Primary School; 2005-2012

PROFESSIONAL COURSES

- Basic Computer Packages: Press Computer College; February- May 2017

WORK EXPERIENCE

Kyosk Distributors (Nakuru Region) – Team Leader

July 2023 – November 2023

- Prepared a daily report for the team which was to be forwarded to the Regional Sales Manager
- Assisted in filing the monthly sales report
- Prepared weekly route plans

Delight Company (Nakuru Region) – Sales Representative

February 2023-June 2023

- Product marketing
- Stock quantity regulation among distributors
- Skyrocketed sales of their respective products of Jikokoa and Kunikoa **Sales Executive**

Menengai Oil Refineries (Nakuru Region) – Sales Representative

February 2021 – January 2023

- Managed client relationships and generated sales leads
- Developed and implemented sales strategies to meet targets
- Coordinated with team members to ensure smooth operations
- Accounts Intern
- Order booking
- Daily reports
- Creating new customer accounts

Ministry of Treasury, Hamisi Sub-county – Accounts Assistant

June 2020 - December 2020

- Assisted with budgeting and financial planning
- Maintained accurate records of financial transactions
- Prepared financial reports and statements
- Accountant (Intern)

Kenya Airports Authority (Eldoret International Airport) - Intern

August 2019 - November 2019

- Assisted with bookkeeping and financial analysis
- Prepared financial reports and statements
- Worked with team members to ensure compliance with financial regulations.

SKILLS

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- Strong problem-solving and initiative-taking abilities.
 - Ability to take the necessary steps to deal with difficulties that arise in my work, and adapt and prioritize effectively in response to changing situations.
 - Ability to build positive relationships quickly and sustain them over time, and comfortable working in a team setting and respecting collective living rules.
 - Experience working in a cross-cultural environment and able to work with people from diverse backgrounds.
 - Motivated to go beyond my job assignment and be actively involved in the ethos of the organization.

- Willingness to work long hours and under stressful conditions, and ability to work with minimum supervision.
- Ability to present information to various types of audiences, and strong executional skills, from inception to closing the deal.
- Proactive, confident, energetic, and able to work under pressure.
- Good interpersonal and communication skills, and industrious, self-motivated, and focused.
- Pay attention to detail, organized and analytical, and always open to learning and self improvement.

ACHIEVEMENTS

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- Active member of Kenya Anglican Youth Organization
 - Provided guidance and counseling to students on peer pressure and drug and substance abuse

REFERENCES

Mr. Henry Lagat

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