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WINNIE WAMBUI

PROFILE

I thrive in dynamic business environments, bringing versatility and adaptability to every challenge. Driven by a steadfast commitment to excellence and a proactive problem-solving mindset, I am passionate about continuous learning and making a significant impact. My goal is to advance my career while driving the organization's success, continually growing and enhancing my skills.

SKILLS

- Excellent writing and oral communication
- Ability to multitask and prioritize to meet deadlines
- Creative problem-solving skills
- Team-oriented and self-motivated
- Ability to deliver set business targets and services with minimum supervision
- Integrity and good negotiation skills
- Self-driven with strong interpersonal and negotiation skills

EDUCATION

Diploma in Business Administration

Technical University of
Mombasa July 2022

WORK EXPERIENCE

Direct sales Representative

National Bank of Kenya | Malindi
2023 to present

- Providing excellent customer service and support
- Conducting market research to identify new opportunities
- Meeting sales targets and generating leads
- Promoting and selling bank products to clients

Customer Service Officer

East Havanna Investments | Mombasa
2022 to 2023

- Managing front desk operations and greeting visitors
- Handling phone calls and emails
- Scheduling appointments and meetings
- Maintaining office supplies and records

Receptionist (attachment)

NHIF | Malindi
2021

- Assisting with administrative tasks and data entry
- Supporting customer service operations
- Processing insurance claims and documentation
- Coordinating with different departments for smooth operations