

# EVELYNE KAVWELE

P.O BOX 23336-00100 NAIROBI

PHONE: 0769093739

Email:kavweleevelyne@gmail.com

## BIO DATA:

**Nationality:** Kenyan

**Gender:** female

**Date of birth:** 29<sup>th</sup> April 2003

**Marital status:** single

**Religion:** Christian

**Language:** English, Swahili & Kamba

## EXPERIENCE

**APRIL 2022-AUGUST 2022:**

### **SHOP ATTENDANT: ZOMBE WHOLESALERS LTD**

- In charge of procurement of goods from suppliers.
- Reconciliation of suppliers accounts.
- In charge of making payments in cash basis.
- Taking stock-take on monthly basis.
- Invoicing goods sold to customers.

**MAY 2025-JULY 2025:**

### **SIMBA CORPORATION LIMITED: LOGISTICS DEPARTMENT**

- KEY MANAGEMENT
- ARCHIVE
- JOBCARDS
- GATEPASS
- NTSA
- INSPECTION BOOKING

## EDUCATION

**JULY-TO DATE:POWER LEARN PROJECT**

SOFTWARE DEVELOPER STUDENT JULY COHORT

**AUGUST 2022-TO DATE: RONGO UNIVERSITY**

Bachelors in Project Planning and Management

**JANUARY 2018-MARCH 2022:** Mbitini Girls High School;

Kenya Certificate of Secondary Education (K.C.S.E)-Grade C+

**JANUARY 2007-DECEMBER 2017:** Ithangathi Primary School;

Kenya Certificate of Primary Education (K.C.P.E)-Grade B

## SKILLS

<ul style="list-style-type: none"><li>➤ Driving skills</li><li>➤ Supply chain skills</li><li>➤ Project managementskills.</li><li>➤ Software development skills.</li><li>➤ Ability to work under minimum supervision.</li><li>➤ Ability to work under pressure.</li><li>➤ Attention to details and accuracy</li></ul>	
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## ACTIVITIES

- Attendance of computer clubs.
- Managing of projects in school.
- Active member of Christian union.
- Doing computer projetects

## REFEREES

**MR. ALFRED MUTUA**  
**ACCOUNTANT**  
**EASTMATT SUPERMARKET**  
**PHONE: 0716459708**

**MR. MICHAEL MUYANGA**  
**BODY SHOP MANAGER**  
**SIMBACORP LTD**  
**PHONE: 0720965622**

**MRS.MERCY MUTUA**  
**BUSINESS LADY**  
**ZOMBE WHOLESALERS LTD**  
**PHONE:0703645037**