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| Eunice Wahito Kahinga |

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# Profile

Self-driven, enthusiastic and detail-oriented individual who is eager and willing to learn. Friendly and a great team player who works well with other members and can work under pressure. A multi-tasker with proficiency in customer service. Always strive to ensure that customer receive satisfactory services. Experienced with valuable skillsets which will be transferable and important for this job role.

# Experience

## cashier | americanna company | december 2021-to-date

Gained valuable skills;

* Strong customer service skills, including assessing customer needs, adhering to quality standards, evaluating customer satisfaction, and making the proper adjustments or corrections.
* Excellent active listening skills and ability to give my complete attention to patrons during busy times.
* Demonstrated service orientation; always looking for opportunities to serve patrons and assist other employees.
* Effective at multiple point of sale software systems.
* Patient and compassionate when serving patrons, making them feel at home at the establishment in which they are eating.
* Solid background in organizing other wait staff and hosts, coordinating my responsibilities to ensure a smooth flow of service.

## Supply chains | kenya forest research INSTITUTE | May 2019 – august

* Worked in supply chains in stock control, purchasing section, warehouse section and assets section which gave valuable experience working in a team and in a professional setting.
* Gained important skills in all supply chain section.

## assistant admin | greenfieeld junior academy | 2018-2019

* Received and registered new pupils to the school.
* Received and registered client’s provided documents, produced reports and presentations
* Handled all the documents by ensuring that they were filled and properly classified.
* Ensuring proper storage of documents for safety and easy retrieval.
* Ensured that the institution’s standards in document’s handling was maintained.

## freelance writer | freelance | 2019-2021

* Helped clients with analytics by using SPSS as well as excel and SQL, and in creating presentations.
* Gained valuable skillsets in document management from use of certain software such as clickup.

# Education

## BSC. ECONOMICS | DECEMBER, 2020 | MAASAI MARA UNIVERSITY, NAROK, KENYA

Covered units in accounting, macroeconomics, microeconomics, econometrics, data analysis and computer applications, finance and calculus.

## COMPUTER APPLICATION | April, 2016 | comboni POLYTECHNIC, NAKURU, KENYA

Gained a deeper understanding in application packages such as word processors, spreadsheets, graphics, databases and presentation software.

# Skills & Abilities

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| * Attentive to detail and flexible. * Accounting & Budgeting * Proficient with POS systems * Excellent interpersonal and communication skills * Works well under pressure and a team player. * Time management skills and interpersonal skills | * Ms packages; word, excel, access, publisher and power point. * Intermediate SQL, basic Power BI, R and python programming and intermediate SPSS. * Administrative and document management skills. * Editing, proof reading * Excellent spoken and written English |

# Activities and Interests

Reading, theater and exercise