**CURRICULUM VITAE**

**CONTACT DETAILS**

NAME : STELLA NJERI

NATIONALITY : KENYAN

DATE OF BIRTH : 14TH NOV 1995

CELL CONTACTS : +254 713 174 435

Email : Snjeri6@gmail.com

**OBJECTIVE**

To work to the best of my abilities, to improve self and meeting company’s goals and objectives.

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**PROFESSIONAL EXPERIENCE**

**INDEPENDENT ELECTROL AND BOUNDARIES COMMISSION (2017)**

* **VOTER REGISTRATION CLERK (Feb-March 2017)**
* **VOTER VERIFICATION OFFICER (May-June 2017)**
* **ELECTION CLERK (AUGUST 2017)**

**Responsibilities:**

* Publicize voter registration activities and BVR KIT movement schedule
* Open and close the registration center at the designated time
* Facilitate the registration of voters
* Collate and submit registration data to the voter assistant on weekly basis
* Report the progress and challenges of the voter registration process
* Ensure security of voter materials
* Perform any other duties as may be assigned

**SAFARICOM BRAND AMBASSADOR - UNDER MO SOUND AGENCY (2016-2017)**

* **CUSTOMER CARE/SALES REPRESENTATIVES**.

**Duties and Responsibilities**

* Maintaining effective working relationship with employer and customers
* Welcoming clients to the shops
* Creating products niche in the market
* Awareness of technical information on the products
* Provide after sales services through product set up and support
* Handle and Resolve customers Records on Database
* Identifying sales opportunities and follow ups
* Assist in carrying out market campaigns through product activations
* Stay on top of Industry Trends.

**UNIVERSAL CABS LIMITED (2014 to 2016)**

* **CUSTOMER CARE/CONTROL ROOM OPERATOR.**

**Responsibilities**

* Making and receiving calls
* Receiving and replying to emails
* Making prior cab bookings for cooperate clients
* Dispatching cabs at the requested time
* Dealing with queries from the clients and prospective customers
* Radio Communication to drivers.

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**ACADEMIC QUALIFICATIONS**

O’Levels:

**2010-2013: GATURI GIRLS HIGH SCHOOL**

**S**cored a C**+**

**2013-2014: ESMART COLLEGE**

Diploma in basic computer studies

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**REFERENCES:**

Jane Mwangi.

IEBC official

Immediate Supervisor

Cell: 0726023703.

Judy Sang

Universal cabs Limited

Control/Logistics Manager,

Cell: 0726 493 978

Kiddo Hassan

Mo Sound Events

Coordinating Supervisor

0715 720 805