

# NICOLE GITHUI

Logistics master

## SUMMARY

With solid foundation in communication and problem solving, I excel in supporting business operations and fostering team collaboration. My ability to adapt quickly and manage multiple tasks ensuring smooth workflow and efficient project completion. Eager to leverage my organizational skills and proactive approach to contribute effectively.

## CONTACT

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## EDUCATION

### KCA UNIVERSITY

SEPTEMBER 2021 – November 2024

I am currently pursuing a Diploma in Business Information Technology in KCA university. My course work entails subjects like Human resource management, General economics, Business Management and principles of marketing.

## WORK EXPERIENCE

### KHEL HR DEPARTMENT(Assistant)

30<sup>TH</sup> MAY–JUNE 30<sup>TH</sup>

- Maintained accurate ,well organized company records.
- Offered assistance throughout recruitment processes.
- Supported senior HR staff in gathering and process invoices and time sheets.
- Processed candidate applications, Filtering and filing according to skill and merit.

### KHEL PROCUREMENT assistant

JUNE 2024– PRESENT

- Enhanced supplier diversity by identifying and engaging with new vendors, broadening the supplier base.
- Coordinated with cross functional teams to ensure timely delivery of goods.

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## HOBBIES

Reading

Drawing

Listening to music

- Oversaw tender processes, from document preparation to contract awarding ,ensuring transparency and fairness.
- Collated and presented relevant information on key measures ,activity and data.

### **KHEL Logistics Master**

May 2024–PRESENT

- Monitored field operations during distribution
- Approvals of newly hired salesmen
- Location coordinates adjustments for customer shops in the field
- Updating route standards
- Report making on the performance of distribution on a daily basis

### **KHEL Finance assistant**

August 2024–PRESENT

- Worked closely with the finance manager to complete functions and make up short coverage.
- Posting payment vouchers and processing the necessary documents for bank approval for the relevant payment.
- Maintained accuracy when reviewing and reconciliation of general ledgers.
- Tracking employee time and attendance for payroll .
- Gathered all banking transactions via statements ,recorded activity in excel format and reconciled balances .
- Processed invoices ,credit notes, debit notes and purchase orders efficiently , guaranteeing timely payments to suppliers and contractors.

## **SKILLS**

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Analytical skills

Data analysis

Warehousing

Problem solving

Project management

Communication skills

Leadership

**CAREER GOAL**

My goal is to gain exposure in the business world and understanding how technological advancements have benefited the business sector and push it to success for example like your company.