

# CAROLINE WANJIKU NJUGUNA

P.O. Box 42688 – 00100, Nairobi Phone: : +254 722 706 460, 721 289 824, 733 442 500 e-mail:cikunjugus@gmail.com

---

21<sup>st</sup> June 2018

To:  
The Human Resource Manager,  
ILRI Kenya  
P.O. Box 30709  
Nairobi 00100, Kenya  
Phone: +254-20 422 3000  
Fax: +254-20 422 3001  
Email: ILRI-Kenya@cgiar.org

Dear Madam/Sir,

## **RE: APPLICATION FOR THE POSITION OF SENIOR OFFICE ADMINISTRATOR**

I would like to apply for the above referenced position.

I am a young and energetic lady with diverse experience in Administration and Management; I hold a Bachelor's degree in Business Administration & Management from St. Paul's University and also a holder of a Diploma in Business Administration from Institute of Advanced technology.

I am currently working as Sales supervisor at Savannah cement Ltd a leading local cement manufacturing company. My key responsibilities include but not limited to Co-ordinate all dispatch activities, monitoring monthly sales and distribution of cement both local and international markets, Drawing statistical charts of sales distribution, monitor competition in the market etc.

Personally, I am a highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, managing, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

I would welcome the opportunity to further discuss my CV with you in the context of an interview.

Yours Faithfully,

Caroline W Njuguna