

## **Jason Mihari**

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### **Professional Summary**

Detail-oriented administrative professional with excellent interpersonal and organizational skills; experienced in data entry, customer service, and administrative support. Passionate about facilitating smooth newcomer integration and providing exceptional community-focused services.

### **Education**

- Postgraduate Certificate in Data Analytics -Durham College, Oshawa
- Bachelor of Science, Information Technology & Innovation, Jomo Kenyatta University of Agriculture and Technology -Nairobi

### **Work Experience**

#### **Merchandiser**

**| FreshCo | Oshawa, ON**

- Managed inventory tasks, including fixture setups and detailed product displays.
- Ensured strict adherence to health and safety standards with comprehensive record-keeping.
- Operated inventory management software, accurately documenting and tracking supplies.
- Delivered customer service excellence, enhancing customer satisfaction and loyalty.

#### **Administrative & Inventory Coordinator**

**| Green Afrik Ventures | Nairobi**

- Handled administrative responsibilities, including data entry, report preparation and inventory documentation.
- Conducted thorough equipment inspections, maintaining accurate safety and reliability records.
- Organized and maintained filing systems, enabling efficient data retrieval and accuracy.
- Supported team communication, ensuring clarity and effectiveness across operations.

#### **Volunteer Administrative Support**

**| Bethel Baptist College | Nairobi**

- Provided comprehensive support for event organization, including administrative setup, record-keeping, and logistical coordination.
- Maintained detailed records for event supplies, attendee lists, and feedback documentation.
- Managed documentation for food safety compliance, aligning with regulatory guidelines.

### **Core Skills**

- Data Entry & Record Accuracy
- Administrative & Clerical Support
- Inventory Management
- Customer Service Excellence
- Effective Communication & Interpersonal Skills
- Organizational Efficiency

- Cultural Sensitivity & Inclusivity
- Flexibility & Adaptability