**CURRICULUM VITAE**

**NAME**: LUCY NJOKI KABURU

**DATE OF BIRTH**: 22ND MARCH 2000

**GENDER**: FEMALE

**EMAIL ADDRESS**: lucykaburu.lk@gmail.com

**WORK EXPERIENCE**

**2023 – 2024 ACCOUNTS AND SALES ASSISTANT FDC CONSTRUCTION**

**ACCOUNTING**

Safe guard the books of accounts

Create balance sheets

Making profit & loss acc

File taxes

Create group & insurance accounts

**SALES**

Target potential clients

Create a rapport with clients

Create a friendly professional relationship with prospective clients via phone calls & emails.

Be a liaison between the boss & clients

Ensure that the team has achieved its targeted sales

Attend events, gathering in order to seek clients

Ensure sales.

**2021- 2022 CUSTOMER SERVICE REPRESENTATIVE**

Handle customers’ complaints

Provide information about the company to clients

Respond to queries

Collect & analyze customer feedback

Ensure 100% customer satisfaction

Provide quick & reliable information

Update clients on any news regarding the business through calls & emails

**2019 – 2020 PART TIME RECEPTIONISTS AT TOPLINE HOTEL**

Receive clients in the company, while creating a favorable impression.

Ensure client’s needs are met

Be the best representation of the company

Be the face of the company

Provide quick & reliable information to clients

Ensure the reception area is kept neat & tidy.

Arrange taxi bookings for visitors

**JAN 2018- DEC 2018 SALES REPRESENTATIVE**

Door to door sales persuading clients

Sales at random supermarkets urging clients to buy

Advertise through social media to attract clients

Engaging with clients in specific towns e.g go to a targeted location and try to attract clients

Ensure sales & attain the targeted sales

**EDUCATION BACKGROUND:**

**2018-2020: CERTIFIED PUBLIC ACCOUNTANT**

Creation of basic accounting e.g balance sheets, profit & loss acc

Cost accounting

Auditing

Financial accounting

Financial management

AMA

Pricing methods

Laws & liability in accounting

**2014 - 2017: HIGHSCHOOL DIPLOMA**

**PERSONAL PROFILE**

I am dedicated, motivated & highly ambitious

I have been able to work while going to school, learning excellenttime management skills

I am very proud of my work ethic, I ensure to be grateful for every role & work graciously

**REFEREES**

**Human resource manager at TOPLINE HOTELS**

**Madam Magdaline Wambui**

[**Magdaline.hr@gmail.com**](mailto:Magdaline.hr@gmail.com)

**Human Resource Manager at FDC Construction**

**Madam Fiona Kirigo**

**FionaK@gmail.com**