

**Name: Shamayel Karani**

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## **OBJECTIVE**

To rise through the ranks of management while exercising the best of my abilities to the fullest in a busy and challenging environment under minimum supervision with a view to support individual and corporate growth both locally and internationally.

### **❖ SKILLS**

- Coaching and mentoring
- assistance
- Time management skills
- Records Maintenance
- Written and verbal communication
- Collaboration
- Leadership
- Compassion

### **❖ WORK HISTORY**

May 2020-feb 2021 -**Cashier**. Abdul Karim Juma Ali,  
Mombasa, Kenya

- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers
- Assisted customer by answering questions and fulfilling requests
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.
- Arranged paper and electronic payment records to maintain well organized fill systems and record keeping compliance.
- Answered questions about store policies and concerns to support positive customer experiences
- Restocked, arranged and organized merchandise in front lane to drive product sales.

## ❖ **EDUCATION**

Sep2021-currently-

**DIPLOMA: COMPUTER SCIENCE**

*TECHINCAL UNIVERSITY OF MOMBASA*

March 2021-November2021-

**CERTIFICATE: ENTERPRENUESHIP(DREAMBUILDER)**

*ACADAMY FOR WOMEN ENTREPRENUER(AWE)-MOMBASA*

April 2021-June 2021 –

**CERTIFICATE: GOOGLE ANALYTICS**

*GOOGLE ACADEMY -*

*ONLINE.*

Feb 2020-Feb 2020-

**CERTIFICATE: GRAPHICS DESIGN (COREL DRAW).**

*TECHNOSOFT-*

*MOMBASA*

Feb 2016-Nov 2019-

**CERTIFICATE: SECONDARY EDUCATION.**

*STAR OF THE SEA HIGH SCHOOL-MOMBASA*

Jan 2008-Nov2015- **CERTIFICATE: PRIMARY EDUCATION**

*GURU NANAK PRIMARY -MOMBASA*

## ❖ ACCOMPLISHMENT

Used Microsoft excel to develop inventory tracking spreadsheet.

## ❖ SOFTWARE

Creation of apps and websites

Graphic design (Corel draw)

## ❖ LANGUAGES

- KISWAHILI
- ENGLISH

## ❖ CERTIFICATION

- Certification of merit being the president of the school in primary school
- Certification for attending mentorship program
  - at pures village in statehouse-Nairobi

## ❖ INTERESTS

- Reading
- Writing and typing
- Swimming

- Coding
- Interacting

## **REFERENCE:**

- 1. Mr. AbdulKarim-Director  
Sultan Arcade Mini Market  
Mombasa  
Telephone:0713885200**