

SUMMARY I majored in management science, which makes me suitable for roles involving operations, supply chain, inventory management, financial and investment analyses, sales, and scheduling. I have worked as an Operations Assistant (as an intern), handling such duties as inventory management, transport scheduling, order fulfillment, and outward logistics. I have held the position of a sales agent, where I helped a startup tech company sell subscriptions to stock/inventory management software. I meet job demands and deadlines through a diligent work ethic and dedication to quality. I am self-driven and highly adaptable to new work environments.

**SKILLS &
ABILITIES**

- Order management
- Personal selling
- Sales analysis
- Demand forecasting
- Microsoft (Word, PPT, Excel, Publisher)
- Team collaboration
- SPSS

EXPERIENCE

RIHAHA INVESTMENTS, KILIFI

May 1, 2016, to August 31, 2016 (Attachment)

- Transport scheduling, dispatching, and routing drivers
- Order fulfillment - receiving, packaging, and shipping of coconut oil orders
- Inputting sales data entry into MS Excel or SPSS for sales analysis, trend analysis, and demand projection
- Collecting and filing receipts

COOL.CLUB (ACADEMIC/COPYWRITER)

2019 – Current

- Research and writing custom papers
- Managing groups of writers
- Allocating assignments to writers

TOPWRITERLIST (ACADEMIC/COPYWRITER)

2021 – Current

- Research and writing custom papers
- Managing groups of writers
- Allocating assignments to writers

STOCKAPP AFRICA, MOMBASA

May 1, 2021, to September 30, 2022 (Sales Agent, Part Time)

- Generating sales leads for StockApp's inventory management app
- Educating potential clients about StockApp and how to use the app
- Making and taking calls from clients for inquiries and feedback
- Site visits to follow up on implementation
- Resolving problems faced by clients

EDUCATION

TECHNICAL UNIVERSITY OF MOMBASA

Bachelor of Commerce (Management Science option)

Second Class Honors (Upper Division)

ST. TERESSA'S SECONDARY SCHOOL, THIKA 2012

KCSE (B+)

MAHIANYU PRIMARY SCHOOL, NYAHURURU 2007

KCPE

REFERENCES

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