

# CHELSEA KIBOI

## Agribusiness Manager

### CONTACT

- +254 740902062
- alylseawambui724@gmail.com
- Nairobi, Kenya

### PROFILE SUMMARY

Developed strong organizational and multitasking skills in high-energy production environment, ensuring smooth and efficient workflows. Demonstrated ability to handle technical equipment and assist in various stages of production. Seeking to transition into new field, leveraging these versatile skills in dynamic environment.

### EDUCATION

2018 - 2023

JOMO KENYATTA UNIVERSITY

- Bsc. Agribusiness Management and Enterprise Development

2014 - 2018

NAROMORU GIRLS HIGH SCHOOL

- Kenya Certificate of Secondary Education

### SKILLS

- Quick learner
- File organization
- Video editing
- Office Management
- Calendar and Schedule Coordination
- Document Preparation and Filing
- Customer Service and Support
- Data Entry and Database Management
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Communication and Interpersonal Skills
- Time Management and Prioritization
- Problem Solving and Decision Making

### WORK EXPERIENCE

Production Assistant Intern

JAN 2023 - MAY

Solfruits Exporters

2023

- Collaborated with the export team to coordinate the shipment of agricultural products, ensuring compliance with international regulations and standards.
- Conducted market research on global trends in fruit exports, contributing to developing targeted marketing strategies.
- Booked appointments and managed schedules for production principles.
- Entered information on log for post-production team.

Office Assistant Intern

JAN 2022 - MAY 2022

Ministry Of Agriculture Land And Fisheries

- Completed clerical tasks such as filing, copying, and distributing mail.
- Proofread papers, letters, and marketing materials to identify mistakes for quality control.
- Assisted with daily office tasks, contributing to a well-run work environment.
- Handled sensitive information discreetly while maintaining strict confidentiality protocols.

Sales and Marketing Coordinator

JAN 2021 - MAY 2021

Syngenta Agrichemical Company

- Exceeded quarterly sales targets consistently by utilizing proven closing techniques during negotiations with potential clients.
- Strengthened client relationships with regular follow-ups, ensuring timely renewals and upselling opportunities.
- Established long-term partnerships with key industry influencers further strengthened the company's position within the market.
- Conducted market research to identify trends and competitor strategies, informing adjustments to company offerings accordingly.

### LANGUAGES

- English: Fluent
- Swahili: Fluent