

CURRICULUM VITAE

PERSONAL DETAILS

NAME : EMOJONG DENNIS
D.O.B. : MAY 20TH 1998
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AIM

To always serve my clients responsibly under minimum supervision with maximum dignity and professionalism for efficient fulfillment of the task(s) I Emojong Dennis is assigned.

OBJECTIVE

To explore and make good use of my talents, abilities and professional skills for success achievement.

EDUCATION HISTORY

1. **2019 - 2022**
THE CO-OPERATIVE UNIVERSITY OF KENYA
CREDIT - DIPLOMA AWARD
ACCOUNTING AND FINANCE.
2. **2017 - 2018**
KADESH COMPUTER SCHOOL
CREDIT - CERTIFICATE AWARD
COMPUTER STUDIES AND APPLICATIONS.
3. **2013 - 2016**
MODING SECONDARY SCHOOL
CERTIFICATE AWARD
KENYA CERTIFICATE OF SECONDARY EDUCATION.
4. **2011-2012**
KEKALET PRIMARY SCHOOL
CERTIFICATE AWARD
KENYA CERTIFICATE OF PRIMARY EDUCATION.

WORKING EXPERIENCE

1. 2023 - 2024

WAREHOUSE SUPPORT(part time)

MGAS COMPANY LTD - KIAMBU DEPOT.

DUTIES ASSIGNED

- a. Providing a timely and accurate preparation and submission of reports for all stocks.
- b. Preparing a daily reconciliation on variances from stock received, issuance and returned stocks while explaining the variances recorded for closure of reports.
- c. Submitting reports on the differences recorded between cylinders from market physical weight and NGI weight.
- d. Recording accurately stock movement and proper management of stock storage area to create space for more stock and easy access to stock.
- e. Ensuring optimum stock and timely notification on the stock levels for ease of planning during stock requisition.
- f. Supervise offloading and subsequent loading of stock and reporting on the accurate quantities received and dispatched from and to suppliers respectively.

TECHNICAL SALES REPRESENTATIVE

MGAS COMPANY LTD – NAIROBI

DUTIES ASSIGNED

- a. Replenishing of used LPG on time.
- b. Managing and maintaining all assigned customers' accounts.
- c. Verify customer identification by checking original documents.
- d. Enrolling new customers to use LPG gas and other accessories offered.
- e. Resolving customers delivery concerns and escalating all the matters my line manager.

2. JAN – MARCH 2023 (CONTRACT)

AUGT - SEPT 2022 (CONTRACT)

PROCUREMENT OFFICER/STOREKEEPER

CHILDREN OF GOD RELIEF INSTITUTE, KAREN, NAIROBI.

DUTIES ASSIGNED

- a. Cash and cheque banking.
- b. Documents filing and arrangements.
- c. Posting of transactions in the database.
- d. Processing on i-tax withholding tax and VAT.
- e. Making requisition of items before running out of stock.
- f. Prepare bank, suppliers and creditors reconciliation reports.
- g. Issuing of store items ordered to departments that requested.
- h. Procure and help in making market purchases for the items budgeted for.

PROFESSIONAL SKILLS AND COMPETENCES

1. Great problem-solving and analytical skills that come in handy to interpret sales performance and market trends.
2. Experience in building, managing, and directing a highly skilled and motivated sales force.
3. Good understanding of customer and market dynamics.
4. Strong leadership qualities.

HIGHLIGHTS AND KEY STRENGTHS

1. Excellent sales and marketing expert.
2. Ability to prioritize a busy workload and meet tight deadlines.
3. Ability to multitask, and work under pressure in a diverse cultural environment.
4. Ability to work with no or minimum supervision and in a team environment.
5. Self-motivated, ambitious, social, hardworking, and a very mature person of high integrity.
6. Good interpersonal skills, negotiation, and communication with the ability to use initiative, and quite flexible.

LEISURE TIME/HOBBIES

I enjoy reading business articles, sports, social work experiences such as charity work.

REFERENCE

Please feel free to contact the under-mentioned regarding my competence, work ethic, and performance.

1. Sr. Reena Vatukkunnel
Finance Manager
Children of God Relief Institute
Email; finance@nyumbani.org
2. Mr. Peter Mogaka
Lecturer
The Co-operative University of Kenya
Email: pmogaka1@gmail.com
3. Mr. Ibrahim Mataroki
Technical Sales Supervisor
MGAS COMPANY LTD
Email: ibrahim.mataroki@mgas.ke

CERTIFICATION

I, Emojong Dennis, certify that this data correctly describes me, my qualifications, and my experience.