

OGONDA JACK OMONDI

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Visit portfolio: [Jack's Portfolio](#)

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CUSTOMER SERVICE REPRESENTATIVE

As a dedicated Customer Support Executive with over 4 years of experience, I excel at creating positive and impactful customer interactions. My passion lies in resolving issues efficiently and ensuring a seamless customer experience.

STRENGTHS AND EXPERTISE

| | | |
|----------------------|--------------------------------|---------------------|
| Time Management | Solution Oriented | Team Leadership |
| Business Development | Negotiation Skills | Communication |
| Strategic Planning | Client Relationship Management | After Sales Service |

PROFESSIONAL EXPERIENCE

Hallopay Systems Enterprises Ltd.

October 2019 - March 2024

Agents Support Executive

Website: hallopay.co.ke

Demonstrated exceptional leadership by planning and overseeing sales activity from the customer support department.

Key Roles and Responsibilities

- Support a portfolio of over 600 agents
- Answering product and service queries from existing and potential clients
- Making and receiving calls from agents experiencing technical issues with devices
- Resolving customer issues through: Troubleshooting, Repairs, and replacements of devices (POS terminals)
- Conducting regular field visits to Customers (agents) experiencing technical issues requiring support
- Provide appropriate solutions and troubleshooting alternatives within a time limit of 72hours and follow up to ensure resolution
- Compile reports on overall customer satisfaction, feedback and challenges
- Build positive relationships with customers
- Manage all on site repairs, maintenance and tests on POS Terminals
- Diagnose errors or technical problems and determine proper solutions
- Ensure Branding of all existing and new Agents
- Training new customers on how to use the POS terminals
- Generate sales leads

KOKO Networks

June 2021 - December 2021

Brand Ambassador

Website: kokonetworks.com

I Established and maintained a good relationship with merchants who sold KOKO's Clean Energy Solution to customers and used their premises as a point of contact whenever sales were generated or when customers needed basic demonstration of the KOKO Burner stove

Key Roles and Responsibilities

- Basic training to customers about the product and how it works
- Working as a team to reach daily targets of 40 new leads per day
- Registering potential leads in excel sheet for follow ups
- Demonstrating and presenting Koko products to potential customers and leads
- Educating potential customers of the benefits of KOKO's clean energy solution
- Increasing Brand Awareness

Cyber Café Attendant
Attend & Guide Customers

January 2016 - August 2018

I was responsible for Helping customers with the use of computers, applications, and Internet usage

Key Roles and Responsibilities

- Assisted customers when they had trouble or questions using computer software
- Troubleshooted different kinds of computer programs, hardware, and software
- Provided excellent customer care.
- Maintained cleanliness and orderliness of the place.
- Kept accurate records of logs and inventories of the shop.
- Source for rim paper and other stationery materials
- Applying and booking different services for customers e.g. KRA Pin, Good Conduct Certificate, Driving Licenses etc.
- Monitor use of computers to ensure compliance with café policies and applicable laws and regulations.

EDUCATION

August 2024 to date

Power Learn Project Africa Academy

Currently pursuing Software Engineering

Google Hustle Academy

Awarded: Certificate SME Business Strategy

Heltz Driving School

Driving License Class B (small vehicle)

CAP Youth Empowerment Institute

Graduate: Certificate in Electrical and Electronics

Intro Technology Computer Systems

Distinction: Certificate in Computer Packages Literacy and Computing

REFEREES

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