

JANE OKUMBE

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CAREER OBJECTIVE

To employ hard work, creativity, successful implementation of projects, and deliver well informed Decision-making to both personal entities and companies worldwide. To use effective communication skills,

To easily adapt and work under pressure while being attentive to detail, working for longer hours on challenging environments and susceptibility to innovative change.

KEY SKILLS AND COMPETENCIES

- ❖ **Excellent creativity:** Would be very useful in tackling challenges within the company ones oriented on company processes, vision and mission.
- ❖ **Good inter-personal skills:** Easily forms healthy relationships with other staff members to ensure that the company achieves its objectives.
- ❖ **Team player:** Able to work well with colleagues while pursuing the aims of the company and works well with or without supervision.
- ❖ **Flexible:** Able to work effectively alone or in a team, can work anywhere that may require my skills within the company and not only stick to my workstation. I can also multitask and adapt fast to the working environment.
- ❖ **Customer Relations:** Experienced in interacting with clients in a bid to uncover their needs and recommend appropriate products and solutions.
- ❖ **Time management:** Prioritizing tasks starting with the most time sensitive.
- ❖ **Communication skills:** Excellent communication skills with the ability to relate with all the staff working in the department and take time to listen to staff enquiries and complaints, identify their needs and working through any issues that might be concerning them.
- ❖ **ICT Competency:** Competent in Microsoft Office Application suite, Navision systems, database management and knowledge in navigating the internet and emails.

EDUCATION BACKGROUND

2019	:	Magnatech Computer Instituite Certificate in computer packages
2015-2018	:	The Komarock School Kenya Certificate of Secondary Education.
2007-2014	:	Rachare Primary School Kenya Certificate of Primary Education.

WORK HISTORY

2022 to date : **JKB Computer Solutions**
Position **Office Assistant**

Duties

- Maintaining general cleanliness of offices, machines, equipment and apparatus;
- Recording and dispatching letters, files and documents
- Performing messenger duties including dispatching letters, files and other documents;
- Collecting and delivering office items, documents, mail, parcels and postage;
- Carrying out photocopying and document binding;
- Ensuring tidiness of the work environment;
- Collecting, assembling and disposal of waste within the office premises;
- Preparing and serving office tea and other refreshments;
- Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- Arranging for meeting venues;
- Providing safe custody for cleaning materials, equipment and their safe custody.

2020-2021 : **Netway Cyber**
Position **Cyber Attendant/customer service representative**

Duties

- Helping customers with the use of computers, applications, and Internet usage.
- Responding to customers who encounter error messages while accessing websites, emailing or downloading content.
- Tracking customers time and charges at computer terminals.
- Keep accurate records of logs.
- Generate sales report.
- Provide services such as encoding, printing, and all other operations provided by the café.
- Maintain cleanliness and orderliness of the place

REFEREES

1. Beryl Aoko
Operations Manager, JKB Computer Solutions.
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2. Emmah Adhiambo
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