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| |  | | --- | | **JOY MUTHONI WAHOME** | |  | | |  | | --- | | **CONTACT** | | **Tel : 0713258938**  **e-mail: joyywahome@gmail.com**  **PO.BOX: 57702-00100- NAIROBI** | |
| |  |  | | --- | --- | | **PROFILE** |  | | |  |  | | --- | --- | | **Objective** | To secure a well suitable job to perform within your esteemed organization. I am an honest and humble individual with good interpersonal skills. I possess good communication skills. I am a team player too. | | **PERSONAL INFORMATION** | | |   **Date of Birth:** 25 August 1998  **Nationality:** Kenyan  **ID:** 35593635  **Marital status:** Single  **Languages:** English & Swahili |  | | |
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| |  | | --- | | **EDUCATION BACKGROUND** |   **Jan 2013 - Nov 2016:** Loreto Convent Msongari  **Kenya Certificate of Secondary Education (K.C.S.E)**  **Grade attained:** B-  **Jan 2005 - Dec 2012:** Riara Primary School  **Kenya Certificate of Primary Education (K.C.P.E)**  **Marks attained:** 360  **Jan 2003 - Dec 2004:** Little People School, Swaziland | |
| |  | | --- | | **WORK EXPERIENCE** | | **Logistics Assistant;**  **Center for Regional and International Development Kenya (CRID Kenya) -** 20 March 2017- 31 March 2017.  Responsibilities include but were not limited to:   * Photocopy and compile files. * Prepare the training room area before trainees arrive. * Greet and welcome trainee’s as they arrive. * Distribute files and writing materials. * Record daily attendance. * Ensure each trainee has received break time tea and lunch. * Coordinate photography of the trainers and trainee’s.   **Sales and Marketing agent;**  **Swivel Marketing Ltd-** November 2018.  Responsibilities include but were not limited to:   * Greet and welcome customers to the shop. * Create a rapport with the customer and pitch a presentation of the product being promoted. * Advise the customer on methods of purchase. * Receive feedback from the customer and come up with alternative offers for the customer. * Facilitate purchase and removal of product from the store. | |  | | **HOBBIES AND INTERESTS** | | Reading, Networking, Travelling.  **REFEREES**   1. Evanson Kamuri   Doctor  Kenyatta National Hospital  Email: kamurie@yahoo.com  Mobile: 0722 955526   1. Anne Nderitu   Business  Tucha Wholesalers  Email: annenderitu77@gmail.com  Mobile: 0722 700682 | | |