



SHARON NDUKU

CONTACT

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☎ **+254740857628**

EDUCATIONAL BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2015 - 2018	<u>Moi Girls High School</u>	<u>K.C.S.E Certificate</u>
2019-2020	<u>Lintons Academy</u>	<u>Certificate In Artistry</u>
MARCH 2021- JUNE 2021	<u>Multi-Tech Business (Kampala, Uganda)</u>	<u>Certificate In Computer</u>

SKILLS

- ❖ Multitasking
- ❖ Communication
- ❖ Adaptability
- ❖ Teamwork
- ❖ Problem solving
- ❖ Time management

PERSONAL INFORMATION

I am an industrious, reliable, trustworthy, prayerful and courageous person. I got positive attitude towards challenges and opportunities. Growing up I had ensured that I give 100% best in everything I do. I am willing to go extra mile deliver and exceed the expectation where possible.

WORK EXPERIENCE

Hope and dreams, Divah

2025-to date

Facilitator

- Giving guidance to the younger girl's generation on life and teaching them life skills.
- Also been attending meetings/Gatherings as a representative of Divah and hope organization. Creating awareness of Hope Org. and Divah to the society.
- Been able to reach out to over 25000 people in the last one month

Cossim limited (logistics)

12thSept 2024-12thDece 2024

Fleet coordinator

- I was managing riders on deliveries, was managing them online studio. every day was able to make a report of all the deliveries done.
- I was working with different clients i.e. LETA, Gogo, Uncle nenes, jumia Kapu etc.
- I was able to give our clients the best services they required from Cossim.

Kapu limited

August 2023-11thsept 2024

Delivery Agent (DA)

LANGUAGES

1. English
2. Kiswahili

SOCIAL MEDIA

: Sharon Nduku



: Sharon Nduku



: Sharon Nduku

REFERENCE

Meddy Salim

Manager tonight company

:+256750603819

- I was ensuring that the goods given to me have arrived to the customer (agent) at the right time which I achieved that .and also selling every good given to me. My performance on success rate, time delivery and collection rate were always 99%.
- I was also used as a model for the Kapu advertisement which brought a lot of sales on the company.
- I was quick to learn new things which I was also given the responsibility to train the new employee.
- I was promoted to fleet coordinator.

Shofco and SafaricomFeb 2023-30thJuly 2023**Promoter And Direct Sales Representative Respectively**

- For shofco I was a promoter. I was the team leader of 10 people. Each and every day we were given a target and me and my team we really accomplished it.
- For Safaricom we were supplied with phones so the target was to sell 2 phones a day which I was able to achieve it.

Monaco coatings (Kampala, Uganda)July2022-30thdec 2022**Receptionist and sales**

- As a receptionist was able to communicate and give our customers the best information about the company, was also able to keep records for future reference.
- For the sales person I was able to bring more people to buy our services through my social media platforms.

Tonight, company limited

June 2022-Jan 2021

(Kampala, Uganda)**Receptionist, Beautician and waitress**

- The company was a growing company. the good thing is that I was the best one among all because I was learning things very quickly hence every new opening in the company I was being selected to service.
- I completed the job I was given in a short period time and which it ended up being given a nickname "working machine "by my fellow workers.