

Theodore Gift Tsori
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Objective: Seeking a challenging and rewarding position in business management, where I can utilize my skills and knowledge to contribute to the success of the organization.

Education:

Software Engineering
African Leadership X
On going till: September 2023

Bachelor of Business Management
Kenya Highlands University
Graduated: August 2021

Kenya Secondary Certificate
Naivasha High School
Graduated: November 2016

Relevant Coursework:

- Principles of Management
- Organizational Behavior
- Marketing Management
- Financial Management
- Operations Management
- Business Strategy

Experience:

Sales Associate
Valley Munchies Fast Foods
September 2021 – August 2022

- Greet and assist customers in finding the right products for their needs
- Operate cash registers and handle transactions accurately and efficiently
- Maintain a clean and organized workspace and store display
- Achieve monthly sales targets and customer satisfaction goals

Public Accounting Intern
Nakuru County Government
February 2021 – April 2021

- Assisted with the preparation of financial statements for the management
- Conducted audit procedures to ensure compliance with accounting standards
- Prepared tax returns and assisted with tax planning
- Communicated with clients and stakeholders to gather information and resolve issues

Skills:

- Strong communication and interpersonal skills
- Fluent in English and Swahili
- Proficient in Microsoft Office, especially Excel and PowerPoint
- Knowledge of basic accounting and finance principles
- Familiar with common business management tools and techniques

Achievements:

- Learned computer programming languages such as C, Python and JavaScript.
- Completed a semester-long business plan project and received the highest grade in the class
- Volunteered as a mentor for the university's business club and helped organize events and activities

References:

Available upon request.