

 2314- 20100

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PROFESSIONAL SUMMARY

I am a self driven professional individual with experience in crop science, agribusiness, agroforestry, tea/coffee growing and production. I am highly adaptable to a challenging environment, working with the available resources targeting to achieve the company's goals.

EDUCATIONAL BACKGROUND

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- Bachelor of Agriculture, crop science option KENYATTA UNIVERSITY. May 2013 up to June 2018
Second class honors, upper division.
 - Kenya Certificate of Secondary Education, K.C.S.E,
NJONJO GIRLS HIGH SCHOOL, NYAHURURU. Mean grade: B of 66 points. February 2009 to November 2012
 - Kenya Certificate of Primary Education,
LIONS PRIMARY GROUP OF SCHOOLS, 384 out of 500. 2001-2008

WORK EXPERIENCE

ZHURI MEDICARE HOSPITAL

12/2020 to Currently

Duties and Responsibilities

- Customer care and service to the patients
- Accurate billing of patients
- Marketing of the institution.
- Keeping an open line of communication between patients and doctors/hospital staff.
- Doubled up as a cashier in the hospital.

SAFFRAN JAPAN GLOBAL EXPORTER**11/2018 to 07/2019****Duties and Responsibilities:**

- Sales and Marketing of Saffron Products; cars for imports
- Accurate billing and processing of client's payments.
- Provide customer service to the company's clients.
- Training of new staff on the company's policies especially those assigned to me.
- Managing my team of three sales executives.
- Communication and developing good relationship rapport with potential clients
- Clearing of cars through a clearing agent company.

SBT JAPAN GLOBAL EXPORTER**01/2018 to 10/2018****Duties and Responsibilities:**

- Sales and Marketing of SBT JAPAN Products; cars for imports.
- Provide customer service to the company's clients.
- Accurate billing and processing of client's payments.
- Training of new staff on the company's policies especially those assigned to me.
- Managing my team of five sales executives.
- Communication and developing good relationship rapport with potential clients
- Clearing of cars through a clearing agent company.

URBAN EATERY**05/2017 to 12/2017****Duties and Responsibilities:**

- Worked as a cashier in the restaurant.
- Provide customer service to the clients.
- Responsible for receiving and managing money from sales.
- Responsible for billing of clients.
- Keeping an open line of communication with the accountant
- Solving financial problems in case of mishaps.

ATTACHMENT

CIMMYT KALRO KIBOKO SUB CENTER, MAKUENI.**Duties and responsibilities;**

- Planning, preparing and organizing of the casual's schedule at the farm.
- Developing research trials to be carried out in the farm.
- Monitoring, evaluating and recording casuals' progress and their duties.

- Providing guidance and instructions to the casuals on the farm as well as consulting with my supervisor.
- Handling work on seed preparation for setting up trials, field layouts and data collection on different trials located on the farm.
- Gained knowledge on nursery management and seed production

COMPLETED AT REAL IPM THIKA

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OBJECTIVES

- To work in a challenging environment.
- To achieve success both personally and professionally.
- To work in a fast class organization in order to sharpen my skills,
- To build relationships and connections for future reference.

PROFESSIONAL TRAINING, SEMINARS AND OTHER SHORT COURSES

- **International Computer Driving License - ICDL, Computer pride, Kenyatta Avenue- June 1, 2014 to August 29, 2014.**
- **Certificate in Computer application packages Nakuru Institute of Management Studies-December 2012 to January 2013.**
- **Certificates in community service and voluntary work.**
- **Certificate in ultimate customer service and telephone etiquette training.**

KEY SKILLS AND COMPETENCIES

- Excellent customer service as well as good administrative skills including pleasant telephone mannerisms.
- I am a fast learner and able to retain information at first hear.
- I work well under work pressure.
- I have the ability to solve complex problems while being in a calm state or in busy environment.
- Ability to build good relationships as I am a team player.
- I possess good organizational and planning skills.
- Ability to collect, organize, analyze and interpret numerical data.
- I am open to new ideas and I am quick to adapt.

INTERESTS AND HOBBIES

- Reading and staying abreast of current issues.
- Exploring and networking.
- Community service.
- Swimming

REFEREES

NAME	COMPANY/ INSTITUTION	JOB TITLE	PHONE NUMBER
DR. JOSEPH GWEYI	KENYATTA UNIVERSITY	LECTURER	0714795463
MS.BECKY ONYANGO	SAFFRAN GLOBAL EXPORTER	GENERAL MANAGER	0724404102
MR. NADEEM ALIBHAI	SBT JAPAN	GENERAL MANAGER	0709915111

