

Brenda Aoko Agumba

Address: 62226-00200 Nairobi.

Phone: 0717519741

Email: brendaagumba@gmail.com

CAREER OBJECTIVE

I aspire to grow and contribute positively to the performance of the organization I work for. Being involved in strategic planning and implementation of organizational plans and policies. I strictly uphold the principle of integrity, honesty and confidentiality.

PERSONAL ATTRIBUTES

- I am very determined, hardworking, ambitious and self-motivated.
- A team player who is versatile and committed to her work.
- I have the ability to work in a multicultural environment and also able to work under pressure, and, under minimal supervision and consider options with an open mind before any decision making.

WORK EXPERIENCE

January 2017- September 2018

Book shop attendant / Accountant Assistant

Main Job Tasks, Duties and Responsibilities

- To provide excellent customer service, supplying visitors with information and advice in relation to the bookshop's services, answering enquiries in person, by phone or in writing in line with customer service policy
- To undertake customer service activities including assisting customers with the selection and location of books
- To receive requests for special orders and contact customers regarding arrival or delay; convey information regarding special orders to buyers
- To assist in the preparation of author/artist receptions and other promotions as directed
- To maintain the tidiness and order of all stock ensuring that strict alphabetical order is adhered to in order that stock is easily accessible at all times. In conjunction with the bookshop management team to create attractive and appropriate stock displays.
- To be responsible for opening and closing the bookshop as required

August 2019 – December 2019
Volunteer work with FIDIPA youth group on
Environment and Agri Business

EDUCATION	Diploma In Customs Administration Kenya School Of Revenue Authority	2018- To 2019
	National Youth Service. Youth Empowerment Training, Nairobi	2014- 2015
	Kenya School Of Secondary Education Redeemed Secondary School, Nairobi	2009- 2012

SKILLS STRENGTH AND COMPETENCE	<ul style="list-style-type: none">• Highly effective team player who understands the value of working together with others towards achieving a common goal.• Very fluent in written and spoken English and Kiswahili.• Honest and committed worker.• Attention to detail and very good analytical skills.• Proficient in computer packages.
---	---

HOBBIES	Ball Games
----------------	------------

REFERENCES

Jayne Wasonga
Executive Director
FIDIPA Kenya
Tel: 0722782869
Email: jayne@fidipa.org

Dorothy Mwanzili
Assistant director
KICD
Tel:0731909626

Caroline Jennifer Yogo
Assemblies Of Christ Ministries Church
Church Elder
0720517387