

DOTTY CHEBET

Kericho, P O BOX 622, Kenya, +25429007530, dottychebet9@gmail.com

Carrier 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.

Am graduate with extensive knowledge in human resources, I am eager to apply my academic foundation and previous intern experiences in various company.

I bring forth a sound understanding of Human resource knowledge with excellent communication skills and a great team player. I have strong analytical skills and a demonstrated commitment to providing great customer service.

EMPLOYMENT HISTORY

August 2021 — Present

Cybercafé attendant

Kericho

- Update of computer software
- Scanning, printing, photocopying of document.
- Responding to clients' inquiries on Whatsapp messages and emails.
- Responding to clients' complaints to ensure their full satisfaction.
- Helping customer in doing online applications.

April 2020 — July 2020

SABS Mining and Construction Limited

Kericho

- Assigning of delivery note, invoice and receipt to vehicle
- Handling bank transactions record including deposits and withdrawals.
- Development of weekly report for sales
- Filing, Printing, photocopying and keeping of record.
- Taking meeting during the board meeting.
- Social media marketing for the company's products.

EDUCATION

May 2018 — Jan 2021

Diploma in Human Resource management, Aldai Technical Training institute
Attained a Mean Grade of Credit

Kericho

Jan 2012 — Nov 2016

Kenya Certificate of Secondary Education, Augustine St. Secondary School
Attained a Mean Grade of a C(Minus)

Kisumu

Feb 2002 — Nov 2012

Kenya certificate of primary Education, Kipkwes primary school.
Attained a total marks 307/500

SKILLS

Technical Expertise
Creativity and Innovation
Analytical Skills
Mathematical Skills
Team player and strategic

Communication Skills
Business Skills
Dedicated team player
Leadership Skills
Microsoft Office Tools

LANGUAGES

English Highly proficient Swahili Very good command

REFERENCES

Amos Melly , Human resource officer, Kericho County
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