

PAULSINE OMONDI ALARO
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CAREER OBJECTIVE

To utilise my experience and gained skills to positively impact my organization by ensuring efficiency in my work environment and increasing profitability to the organization.

CORE COMPETENCIES

Professional:

- Proficiency in Computer packages including but not limited to Microsoft Word, Excel, PowerPoint, Publisher and Outlook.
- Excellent presentation skills and public speaking.
- Fluency in both English and Kiswahili.
- Ability to work independently or in a team environment with minimal supervision.
- Fast learner, willing to work beyond project given time to ensure the set objectives are met.

Personal:

- Loyalty
- Flexible
- Honest
- Eagerness to work

EDUCATION & PROFESSIONAL QUALIFICATIONS

2015 – 2019: Rongo University

Bachelor's degree of Business Management [Purchasing and Supplies option]

2016 -2017: Basic Computer Packages

2011 – 2014: Oriwo Boys' high school, KCSE (Kenya Certificate of Secondary Education).

2003-2010: Alaru Primary School (Kenya Certificate of Primary Education).

WORK EXPERIENCE

1. National Bank of Kenya

Duration: January 2020 – To date

Role: Direct Sales Representative.

Responsibilities

- Selling the retail bank product and services in order to ensure sustainable business growth.
- Offer excellent customer experience while interacting with customers or different channels.
- Gather feedback from customers on bank products and their experience to seek improvement.
- Continuously seek to deepen knowledge on the banker's offering and the industry trends.
- Prospect and recruit new business customers for the various products in the assigned branch, understanding their needs and requirements and recommending appropriate measures
- Achieve the set monthly and annual sales targets for all the products within the specified branch
- Develop more business from the existing branch clientele, i.e. increase share of wallet by cross selling all banking products to all the existing and potential branch customers.

2. Sony Sugar Company

Duration: May 2019 – Sept 2019

Role: Industrial Attachment

Responsibilities

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Compare prices, specifications and deliver dates in order to determine the best bid among potential suppliers.
- Track the status of requisitions, contacts and orders.
- Check shipment when they arrive to ensure that orders have been filled correctly and that goods met specifications.
- Compare suppliers' bills and bids and purchase orders in order to verify accuracy.
- Locate suppliers using sources such as catalogs and the internet and interview them to gather information about products to be ordered.
- Monitor contractor performance, recommending contract modifications when necessary.
- Prepare invitation-of-bids forms and mail forms to supplier firms or distribute forms for public posting.

3. Goshen school.

Duration: Jan 2019 – Dec 2019

Role: Procurement officer.

Responsibilities:

- Prepare budgets, cost analyses and report.
- Researching and evaluating prospective suppliers.
- Maintaining good supplier relations and negotiations.

- Preparing plans for the purchase of equipment, services and supplies.
- Managing inventories and maintaining accurate purchase of pricing records.
- Maintaining and updating supplier's information such as qualification, delivery times, product ranges.

4. Downtown School

Duration: Jan 2017 – Dec 2018

Role: Accountant

Responsibilities:

- Receiving cash, receipting and banking the cash from customers and business partners.
- Managing petty cash, making payments by issue of cheques and banking cheques.
- Preparing the payroll and submitting statutory deductions and other deductions from employee earnings.
- Doing bank reconciliations and preparation the budget.

5. Alaru Seconary School

Duration: Sep 2015 - May 2016

Role: Teacher

Responsibilities:

- Carrying daily duty
- Taking care of the student during nights as I was assistant boarding master

REFERENCES

Peter Siwolo
Branch Manager National Bank of Kenya
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Edwin Dolla
Sales team leader – National bank (Awendo branch)
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