

## **CURRICULUM VITAE**

### **Personal Information.**

Names: Anne Wanjiku Muthoni.

Postal Address: 7-20300,

Nyahururu

Mobile Number: 0716107428

Email Address: annewanjiku0501@gmail.com

### **Career Objective.**

To work in a challenging atmosphere by exhibiting my skills with outmost sincerity and dedicated smart work for the growth of your esteemed organization.

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

### **Educational Background.**

#### **a) Academic Qualifications.**

Bachelors of Arts (Economics and Sociology)

Egerton University 2019

Second Class Honors (Upper Division)

Kenya Certificate of Secondary Education (KCSE)

Gaturo Girls' High School, 2014

Grade Scored: A minus.

Kenya Certificate of Primary Education (KCPE)

Gatimu Primary School.

Marks scored: 336/500

## **b) WORK EXPERIENCE.**

i) Name of the employer : Wego Group (K) Limited.

Type of business Sector : Construction

Dates : October 2019 to date.

Department : Sales.

Position held : Sales Executive.

### **Duties and Responsibilities.**

- Actively seeking out new sales opportunities through cold calling, networking and social media
- Conduct market research to identify selling possibilities and evaluate customer needs
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Negotiate and close deals with clients as well as handling complaints or objections.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share with internal teams.

ii) Name of the employer : County Government of Nakuru.

Type of business sector : Government.

Dates : July 2019 to September 2019

Department : Social Services.

Position Held : Customer Service (Volunteer)

### **Duties and Responsibilities.**

- General office and administration and Customer care and relations.
- Event Organization, planning, budgeting and execution of activities
- Case study analysis, problem identification, solving and developing a result chain.
- Care for the destitute and elderly persons in the community

- Community care by conducting need assessment of street families and thereafter reintegrating them with their families.

iii) Name of the employer: Heri General Merchants

Type of Business Sector : Retail Industry

Dates : June 2017 to September 2017

Department : Finance

Position held : Assistant Accountant (Intern)

**Duties and Responsibilities.**

- Daily entry in the books of Accounts. (Sales Daily Book, Purchase Daily Book and Expense Daily Book).
- Making financial reports.

**Achievements.**

- I introduced Key Performance Indicators (KPI's) to motivate workers and encourage accuracy to enhance growth of the organization.
- I trained two new employees on keeping and daily entry in the Sales Daily Books, Purchase Daily Books and Expenses Daily Books.

iv) Name of the employer : Heri General Merchants

Type of Business Sector : Retail Industry

Name of the employer : Heri General Merchants

Type of Business Sector : Retail Industry

Dates : February 2015 to August 2015

Department : Sales and Marketing

Position held : Sales lady

**Duties and Responsibilities.**

- Monitoring Sales and ensuring accuracy in the reports made.

- Keeping track of the enterprise stock.

### **Achievement.**

1. I managed to turn the marketing office into a paperless station and organized the documents into folders. This created more space for the enterprise which was utilized as a new office for the Marketing Manager.

### **Skills and professional competences.**

- Book keeping.
- Ability to sustain a high performing team through mentorship and training, good at monitoring and evaluation.
- Good written, verbal and presentation communication skills.
- Commitment to continuous learning – willingness to keep abreast with new development in the field of social and economic aspects.
- Skilled in identifying and correcting poverty problems through economic empowerment.
- High degree of interpersonal skills, able to manage interpersonal relationship with colleagues, employer and external stakeholders.
- Computer Skills.
- Organization and keen to every detail.

**Referees**

1. JOSPHAT KIMEMIA

DIRECTOR SOCIAL SERVICES

NAKURU COUNTY GOVERNMENT

Email:josphatkimemia@gmail.com

TELEPHONE: 0725444909

2. GRACE WANJIRU

WAREHOUSE MANAGER.

SUERA FLOWERS LIMITED.

Email; chirugrace.18th@gmail.com

TELEPHONE: 0710726284.

3. DANIEL KARIITHI

HERI GENERAL MERCHANTS.

ACCOUNTANT

Email:kariithidaniel2@gmail.com.

TELEPHONE: 0725353232