



**ZAKAYO
NYOIKE
KAMINDU**

- Zacknyoike2222@gmail.com
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- Qatar

▪ EXPERTISE AND SKILLS

Driving-am familiar and experienced with all roads navigation and speed limits..

Knowledge of office administration and bookkeeping. Able to work in a fast paced environment with extreme multi-tasking. Handling sensitive client data with utmost discretion, care and accuracy, Holding all information in strictest confidence.

Superb typing skills, Knowledge of how to use office based computers and software.

Interpersonal and Communication skills:

Excellent at one on one interaction, phone conversations and emails and can blend into any environment with sound excellent verbal and non-verbal skills

Can work in a fast paced environment where tasks must be completed quickly; Willingness to work non-traditional hours to get results.

Customer Service: I have experience in handling customers assisting them and attending to their needs, Showing a genuine interest in other people and a willingness to help them.

Able to stay calm when confronted with angry customers and defuse tense situations.

PROFILE

A detail orientated driver- familiar and experienced with all roads navigation and speed limits and Administrative Assistant who can provide core clerical and secretarial support in any pressurized office environment. I have extensive experience of working in a role similar to the one that you are advertising, and can be entrusted to perform each essential administrative duty satisfactorily. I have excellent computer, organizational, time management and communication skills. On a personal level am a proven team-player with a 'can-do' approach, who enjoys going the extra mile. One of my key strengths is my ability to maintain self-control and complete tasks with frequent interruptions. Right now am looking for a suitable role with a company that wants to recruit hard-working and capable individuals.

PERSONAL PROFILE

Date of Birth : 26th June 1990
Nationality : Kenyan
Known Languages : Fluent English and Swahili, Basic Arabic
Passport Number : AK0920736

CAREER OBJECTIVE

To utilize my ability, acquired knowledge and learned skills to set an uncontested track record in my area of expertise upholding high levels of integrity, discipline, accountability in my commitment to serve God and society. Loyalty and dedication to the organization ethics and goals are my strongest forte

EDUCATION

MOI AVENUE PRIMARY SCHOOL

Kenya Certificate of Primary Education

1997-2005

SHINNERS BOYS HIGH SCHOOL

Kenya Certificate of Secondary Education

2006-2010

COLLEGE OF BEAUTY

PRODUCTS 2011-2012

Qatar Driving License

Driving

EXPERIENCE

QATAR KUWAIT FOR PVC: ADMINISTRATIVE ASSISTANT

2015 - Date

- Answer and direct phone calls
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making

Having a proven ability to plan, organize and control activities & staff; disciplined approach & strong/effective communicator at all levels
Able to manage available resource to maximize productivity and efficiency; Having the ability to motivate people. High level of energy with strong customer service skills; Able to understand and follow instructions Excellent communication skills focused on understanding customer needs and developing resolutions

• INTERESTS

Travelling – exploring exotic regions
Driving
Reading – informative literature, magazines and Journals
Volunteer work
Socializing

hotel and restaurant reservations.

- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience

KEY COMPETENCIES

Excellent communication skills focused on understanding customer needs and developing resolutions

Time Management, Product Knowledge, Telephone Etiquette, Customer Service, Dispute resolution, Dependability

Neat and professional appearance at all times; physically fit and able to stand or walk around for long periods of time.

Helpful, courteous approach to resolving complaints.

Energetic and willing to take the initiative; Able to easily engage in conversation with others.

Excellent listening and problem solving skills.

Highly focused on providing clients with a good experience. Highly focused on providing clients with a good experience.

Personable, outgoing, reliable and responsible.

Ability to focus attention on staff needs, remaining calm and courteous at all times

REFERENCES

Available on request - ""

DECLARATION

I declare that information given is true and is within my knowledge