

# JOSEPH WACHIRA RUGA

## CONTACT

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## PERSONAL STATEMENT

I am an industrious, motivated and highly productive employee. Over the recent years, I have developed a diverse set of skills and qualities which I believe will add value to your team in this role. I am a strong communicator, supportive collaborator, and my quantitative problem solving capabilities mean I will always take full responsibility of challenges whenever they occur. My mantra and ultimate goal in life is to contribute and achieve, and I am more than willing to channel this energy toward the betterment of your esteemed organization as a part of it.

I am ready to take up this position with your company and I see it as an opportunity for me to work alongside other talented and like-minded professionals who all want to achieve great things for their employer.

## WORK EXPERIENCE

**05/2024 to date      Housekeeping Supervisor – Tanzifco W. L. L.**

### **Duties:**

- Supervised and coordinated the work of cleaning staff to ensure efficient and effective cleaning operations.
- Ordered and maintained inventory of supplies and equipment.
- Responded to and resolved customer complaints related to cleaning services
- Inspected and evaluated the work of cleaning staff to ensure high standards of cleanliness are met
- Trained and developed cleaning staff to ensure that they are equipped with the necessary skills to perform a good job
- Created and implemented cleaning schedules and procedures to ensure all places were cleaned timely and thoroughly
- Performed cleaning services when needed to

**03/2023 to 03/2024      Senior Medical Sales Representative – Astra Diagnostics**

### **Duties:**

- Promoted company's products to target customers and closed sales

- Devised sales plan and led a team in execution and achieving sales forecast.
- Reported to the company on sales performance, client feedback, action plans and competition
- Trained and motivated the sales team to reach greater heights of sales performance
- Demonstrated equipment mechanisms and assisted in the set up for our customers
- Developed and maintained customer database
- Participated in marketing campaigns, workshops, conferences relating to sales and product knowledge
- Fixed minor technical issues related to our equipment

**08/2020 to 02/2022**

**Medical Sales Representative – Afrostar Diagnostics Ltd**

**Duties:**

- Met and interacted with target customers and key business players to promote company's products and close sales
- Performed demonstrations to prospective clients on various products
- Devised and executed market coverage plans to achieve sales target
- Trained new and inexperienced employees on product knowledge and sales skills
- Developed and maintained customer relationships
- Reported on action plans, customer responses, sales performance and competitors rivalry
- Provided doctor and staff assistance with installation and set-up of equipment

**03/2019 to 05/2020**

**Chess Coach**

**Kent International School, Iria-ini Girls High School**

- Developed opportunities for all students interested in Chess
- Created a criteria for selection of students who will compete in competitions
- Supervised the Chess team activities
- Established team goals and plan for chess competition; monitored these goals to keep the team on task
- Determined role and selection of team leaders
- Monitored and worked within stipulated Chess budget

## **SKILLS**

- Commercial awareness
- Presentation skills
- Strong interpersonal and communication skills
- Ability to negotiate and collaborate
- Resilience
- Problem-solving
- Leadership and organizational skills

## **EDUCATIONAL BACKGROUND**

- **2019 to date (deferred) - Moi University**  
Bsc. Electrical and Telecommunications Engineering
- **2019 to 2019 – Michuki Technical Training Institute**  
Certificate in Electrical Engineering
- **2018 to 2019 – Arknet Computer College**  
Certificate in Computer packages
- **2014-2018 – Njumbi High School**  
Kenya Certificate of Secondary Education; M. Grade A-

## **ACCOMPLISHMENTS**

- Elevated Chess performance at Kent and Iria-ini Girls schools from county to national levels.
- Revived the Chess club of Moi University as Captain

## **PROFESSIONAL AFFILIATIONS**

- Member, YALI Network
- Member, Kenya Chess Federation
- Member and Official, Mt. Kenya Junior Chess Club

## **LANGUAGES**

- **Swahili, Kikuyu:** First languages
- **English C2-** Proficient
- **Arabic:** Elementary proficiency

## **HOBBIES**

- Playing Chess
- Reading books

## **REFEREES**

To be provided upon request



## **ASTRA DIAGNOSTICS**

**P.O. BOX 7668-00100**

**NAIROBI –KENYA**

TO WHOM IT MAY CONCERN

19/02/2024

**RE: RUGA JOSEPH WACHIRA –EMPLOYEE NO. 007**

The above named individual was an employee at Astra Diagnostics from March 2023 to March 2024.

While working with us, he emerged as one of the most promising young employees. He worked in the capacity of a Medical Sales Representative, and he displayed exemplary performance in leading the sales team to achieve and surpass targets.

He has admirable values of honesty, integrity, leadership, and dependability and I recommend him to anyone looking for a reliable, honest and hardworking employee.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Kevin Nyabuto", written over a horizontal line.

**KEVIN NYABUTO**

**DIRECTOR**