**JEDIDAH WAITHERA WANJIRU**

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# Education

Vera Beauty College – Diploma in Cosmetology (2022)

Rift Valley Institute of Business Studies – Certificate in Computer Studies (MS Office) (2019)

Nakuru Central Secondary School – Kenya Certificate of Secondary Education (2018)

Mwiruti Primary School – Kenya Certificate of Primary Education (2013)

# Work Experience

**Online Seller – Self-Employed (Jan 2025 – Present)**

- Maintained inventory and tracked sales performance

- Coordinated deliveries and ensured timely order fulfillment

- Handled customer inquiries, orders, and complaints professionally

- Created engaging product listings with descriptions and photos

- Managed online sales through social media platforms and e-commerce sites

**General Saloonist – Lumangu Beauty & Spa (Mar 2024 – Dec 2024)**

- Delivered a variety of hair services including styling, coloring, and treatments

- Performed facials, waxing, manicures, and pedicures

- Maintained a hygienic and welcoming salon environment

**Sales Representative – Mwangis Beauty Shop and Cosmetics (May 2022 – Feb 2023)**

- Greeted customers warmly and assisted in product selection

- Advised clients on beauty and cosmetic products

- Demonstrated product usage and resolved inquiries or complaints

- Processed purchases and maintained store tidiness

**Receptionist – EMB Records Studios (Jan 2020 – Dec 2020)**

- Welcomed visitors and managed incoming calls

- Handled administrative duties and digital filing systems

**Receptionist – Samoline Recruitment Agency Ltd (Mar 2019 – Dec 2019)**

- Managed front desk operations and guest relations

- Supported administrative functions and communication

# Skills

- Customer Service & Communication

- Sales & Product Knowledge

- POS & Basic Computer Literacy

- Problem Solving & Multitasking

- Creativity & Trend Awareness

# References

Ian Likhaya Lanogwa – Recruitment Manager, Samoline Recruitment Agency – 0793 795 108

Collins Habil – Director, EMB Record Studios – 0115 051 281