

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

**Name** : Kelvin Maina Nyambura  
**Date of Birth** : 09 Sep 1995  
**Nationality** : Kenyan  
**Marital status** : Married  
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## **PERSONAL PROFILE**

Am a self-motivated, result oriented and a quick learner who works with minimal supervision. A good team player with strong analytical and communication skill, with high regards to professionalism and appreciation of challenging task with a focus on the targets, goals and objectives of the organization and uncompromising deadlines.

- Sales & Marketing
- Customer Service Management.
- Food and beverage production and service

## **ACADEMIC BACKGROUND**

**Sep 2014 - Jan 2016**

Mahanaim Collage of Kenya Diploma in Tourism and Travel  
Guide operations.

**December 2013**

Zetech computer Collage

**Jan 2009 – Nov 2013**

Wonderland High School Certificate

**Jan 1999 – Nov 2009**

Wangu Primary School K.C.P.E Certificate

## **JOB EXPERIENCE**

### **STC BAHRAIN**

**26 Sep 2023 to 12**

**DEC 2024**

#### **Sales Executive**

##### **Duties:**

- Selling telecommunications products and services to both individuals and companies.
- Identify contact and build relationships with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments.
- Leverage the CRM system to develop prospecting and sales strategy that ensures high activity and effective closing ratio.
- Book and install new lines/circuits/bundles/services to meet established monthly quotas.
- Write and submit accurate orders.
- Design customized, cost-effective solutions for client.
- Manage territory using technology, prioritization and time management skills.
- Maintain an updated database in database including all activities, partners and opportunities with their current status.
- Maintain open and effective lines of communication throughout the organization to maintain a sense of teamwork, enthusiasm, pride and quality workmanship.

### **1956 CONTRACTORS**

**06 DEC 2019 to 19 MAY 2023**

#### **Sales**

#### **Executive/Purchasing officer**

##### **Duties:**

- Presenting sales proposals to potential customers.
- Evaluating customers' needs and documentation.
- Selling company services.
- Developing effective sales strategies.
- Negotiating price and preparing sales agreements/quotations
- Conducting Market and industry research.
- Resolve customer complains.
- Maintain customer and follow up to keep good relations.
- Sourcing and procurement of building materials.
- Supplier relationship management.
- Cost management and budgeting

**PINNACLE HOLDING COMPANY MUBKAR**

**PERFUMES**

**21 JAN 2018 to 16 OCT 2019**

**OPERATIONS SUPERVISOR**

**Duties:**

- Manage and oversee all the operations on daily basis.
- Staff management.
- Assisting customers with fragrance selection, providing product information.
- Inventory and restocking the required supplies.
- Meeting or exceeding sales targets.
- Handling guest complains and preparing reports.

**SHISHABI RESTAURANT & GAHWA**

**06 MAY 2016 to 10 JAN 2018**

**BARISTA/CASHIER**

**Duties:**

- Preparation of both Hot and cold coffee drinks.
- Creating Mock-tails and Blending/mixing fresh juices.
- Taking orders and cashing out.
- Inventory and Restocking the Bar.

**DUSIT D2 Nairobi**

**15 JAN 2016 to 30 APRIL 2016**

**WAITER/BARTANDER**

**Duties:**

- Host and welcoming of guests.
- Making coffee, smoothie, Mock-tails and cocktails.
- Serving customers and attending to tables.
- Inventory and restocking the bar.

**SKILLS**

- Computer literate MS word & Excel, CRM software.
- Coffee machine & grinder calibration.
- Manual Coffee brewing.
- Latte art.
- Designing beverages.
- Food safety.
- 5+ years driving experience and knowledge of Bahrain Roads.

**DECLARATION**

I hereby declare that the details and information given above are complete and true to my knowledge.