

OBJECTIVE

My objective is to enhance my professional knowledge, skills and capabilities in an organization that recognizes the value and hardwork and trusting me with responsibilities and challenges.

EXPERIENCE

Amadeus East Africa

2015 - 2017

ICT Support

My role was to ensure smooth and efficient operation of systems within the organization which included trouble shooting and responding to user inquiries.

Oceans fueling station

2017 - 2020

Administration assistant

My work was basically organizing the office by ensuring smooth running of files, assisting staff members, drafting emails and overseeing effective operations of the pump readings..

Kanini haraka distributors

2020 - 2023

Customer service support

Ensuring customers needs are met with professionalism, maintaining timelines of customer orders , generating receipts as well as responding to customers inquiries through emails or in person.

Ali marri al hassan

2023 - Ongoing

Home driver

My responsibility is to ensure safe transportation of individuals to there destinations, ensuring comfort, punctuality and professionalism.

EDUCATION

Africa Nazarene University

2012

Business Information and Technology

3.9 (Second class upper division)

University of Nairobi

2021

Project planning and management

Working on my project



JOYCE WANGUI WAMBUI

@ wjoydee@gmail.com

+97433921883

Alshaaniya, Qatar.

SKILLS

Working under minimal supervision

Decision making

Working as a team

Sales and marketing

REFERENCE

Mr. Michael Njai - Amadeus East Africa

Senior system administrator

mnpjai@amadeus.co.ke

+254722201144

Mr.Elias Kiarie Kagira - African Nazarene University

Head of Bachelor of business commerce

Ekiarie@anu.ac.ke

+25471320926

Mr John Macharia Chege - Oceans Fueling Station

Director Oceans Fueling Station

Machariajohn@gmail.com

+254722602883