

CURRICULUM VITAE



PERSONAL DETAILS

Name : David Muiruri Kinyanjui
Date of Birth : 15th May 1985
Gender : Male
Marital Status : Single
Nationality : Kenyan
Religion : Christian
Cell Phone : +254702260200
Languages : English & Swahili
Email : davidmuiruri2050@gmail.com

CAREER OBJECTIVE

To work in a challenging position that calls for total dedication and creativity in order to acquire knowledge and experience, hence contributing to the overall achievement of the organization.

PERSONAL ABILITIES

- Hard working, committed and trusted team player
- Good customer service and communication skills
- Polite, patient, flexible and of good judgment
- Innovative and of self-initiative
- Able to work under minimum or no supervision at all

EDUCATION BACKGROUND

| | |
|------------|--|
| 2005-2007 | Graffins College Diploma in Business Information Systems <u>Units Covered</u> <ul style="list-style-type: none">• Business Information• Networking• System analysis and Design• Management of information Systems |
| 2012 | Kenya Utalii College Certificate in Front Desk Operation (Opera 5.0) |
| 2004 -2007 | Penn Foster High School Diploma |
| 2001-2004 | Kanunga High School Kenya Certificate of Secondary Education |
| 1992-2000 | Ruiru Peak Academy Kenya Certificate of Primary Education |

WORK EXPERIENCE

2012 To 2013

Agility Global Logistics UAE

Position: Inventory control specialist

Key Tasks and responsibilities:-

- Compiling inventory reports and issuing them to management
- Preparing and maintaining records of all inventory
- Supporting shipping preparations and loading
- Investigating inventory shortages and discrepancies
- Posting weights and shipping charges
- Working with sales reps, customers and other members of the warehouse, as necessary
- examine existing IT systems and business models;
- analyze systems requirements;
- undertake product development;
- Implement, configure and test feasible solutions.

2008-2011

Spinners and Spinners LTD

Position: Sales and Marketing

Key Tasks and responsibilities:-

- Emphasize product/service features and benefits, quote prices, discuss credit terms, and prepare sales order forms and reports
- Perform professional presentations or demonstrations of company product(s)/service(s) while on-site.
- Taking orders and resolving any problems or complaints
- Being aware of special sales and promotions
- Ensuring customer satisfaction at all times
- Processing opening orders and ensuring all required information is received
- Ensuring accuracy and timely input of all data entry
- Making sure that emails and voicemails are responded to in a timely fashion
- Providing reception, marketing and sales support relief
- Ensuring all client information is properly maintained and updated on a regular Basis
- Maintain accurate records; including sales call reports, expense reimbursement forms, billing invoices, and other documentation.

PERSONAL SKILLS

- Computer Efficient.
- Time Management.
- Strong Interpersonal and Communicational Skills.
- Strong Organizational and Administrative Skills

REFEREES

Mrs. Mary

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Mrs. Jane

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