

SHARON NJOKI KINYUA

P.O. Box 82499-8100 MOMBASA.

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PERSONAL DETAILS

Nationality : Kenyan
Gender : Female
Date of Birth: 10th November, 1999

PERSONAL STATEMENT

I am highly organized, dedicated and diplomatic Procurement officer. Ability to think through a problem coupled with the confidence to make ideas heard. Has a proven ability to maintain and enhance company business with the aim of improving operational functionality.

EDUCATION AND QUALIFICATIONS

**2020 – ongoing : Bachelor in Business Management
(Procurement)**

Institute : Mount Kenya university.

coursework

- Procuring skills
- Business Administration.
- Computer skills
- Marketing skills

**2018 – 2019 : DIPLOMAN IN SUPPLIES AND
PROCUREMENT MANAGEMENT**

Institute : Mount Kenya university.

coursework : Procuring skills.
: Marketing skills

2014 – 2017 : **Kenya Certificate of Secondary Education**

Institute : *Kyeni girls' high school*

Mean Grade : C(Plain)

2006 - 2013 : **Kenya Certificate of Primary Education**

Institute : Werus primary school

Mean Grade : B(plain) 349 points

WORK EXPERIENCE

2018-2019 : OFFICE ASSISTANT

Institution : Tamanya freight company

Duties : 1. Logistics (clearing and forwarding)
2. Writing records

2019-2020 : ATTACHMENT

Company : Kenya Ports Authority

Duties : 1. Served customers in a friendly, efficient manner following outlined steps of service.
2. Developed and maintained courteous and effective working relationships.
3. Kept business, customer and financial records current and accurate to stay on top of changing information and avoid lost data.

KEY SKILLS AND ATTRIBUTE.

1. Ability to set priorities and meet deadlines.
2. Forecasting client behaviour and tailoring service delivery accordingly
3. Strong interpersonal and communication skills that enable me to work with people of different status
4. Ability to work under pressure and meet deadlines.
5. Accuracy and efficiency in handling demanding work load.
6. Accuracy on data analysis, data collection skills and computer skills.
7. Computer skills: Microsoft Word, Access, Excel, Power Point

ACTIVITIES/INTERESTS

1. **Sport:** I'm a committed member of Mombasa sport club swimming team
2. I have interest in writing

Referees

Joseph Nyaga,
CEO Tamanya freight
mobile number: 0722521402

Beatrice Moraa,
Manager, Kenya Ports Authority,
Mobile number: 0722369766

Catherine Nguli,
Lecturer Mount Kenya University
Mobile number:0722359443

