

Tracey Chelangat Ngeno

Nairobi, Kenya

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Profile

- Passionate about photography, digital marketing, and customer service
- Highly organized and self-motivated with a pragmatic, results-oriented approach
- Dedicated to continuous learning and delivering excellence in every role

Skills

- Skilled collaborator and team player
- Proficient in record-keeping and inventory management
- Solutions-oriented professional with strong problem-solving abilities
- Effective cross-functional communicator
- Rapid learner and adaptable in dynamic environments
- Committed high achiever

Experience**June 2024 – Present****Morio Farms, Nairobi – Record Keeper**

- Maintained accurate records of inventory, transactions, and farm operations
- Streamlined data entry processes to improve efficiency and reduce errors
- Collaborated with team members to ensure timely and accurate reporting
- Developed organizational systems to enhance data retrieval and accessibility

Nov 2019 – Dec 2022**Aliroba Electronic Shop, Nairobi – Retail Sales Associate**

- Completed transactions accurately and efficiently, enhancing customer satisfaction
- Handled merchandise with care and ensured customer bags were packed neatly
- Collaborated effectively with colleagues to maintain smooth inventory operations

Education

September 2021 – December 2021

Africa Digital Media Institute, Nairobi

Certificate in Photography – Graduated with Credit

Courses

- Fundamentals of Digital Marketing, Google Digital Skills for Africa
- Connect With Customers Over Mobile, Google Digital Skills for Africa
- Promote a Business With Content, Google Digital Skills for Africa
- Understand Customer Needs and Online Behaviors, Google Digital Skills for Africa
- Build Your Online Business, Google Digital Skills for Africa
- Prepare Your Business Plan, Google Digital Skills for Africa
- Develop a Social Media Strategy, OpenClassrooms
- Learn About Agile Project Management and Scrum, OpenClassrooms

Languages

- Fluent in Swahili and English

References

Derrick Rono

Saruk Digital Solutions
0729417694

Edward Kiptoo Kirui

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0710532310