

LEAKY ADALA

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Location: Rongai, Kenya

### Professional Profile

A motivated and reliable young professional with strong communication skills and a passion for customer service. Graduate in Camera Operations with additional skills in jewelry production and plating. Experienced in support roles involving customer care, inventory handling, and teamwork. Fluent in English and Kiswahili, and ready to contribute in a Telesales or Call Center position.

### Key Skills

- Fluent in English & Kiswahili
- Excellent phone communication
- Customer support & care
- Basic computer handling
- Inventory & record keeping
- Teamwork and time management

### Work Experience

General Support Assistant - Multiple Companies

2021 - 2024, Nairobi & Rongai

- Provided customer service and handled client inquiries
- Assisted in stock and inventory management
- Maintained basic records and supported team operations
- Worked with businesses on short-term assignments

## Education

Diploma in Camera Operations - Completed in Kenya

Certificate in Jewelry & Plating of Jewelry Products - Completed in Kenya

KCSE Certificate

## Languages

- English - Fluent

- Kiswahili - Fluent

## Referees

Available on request.