ESHA JUMA NDURYA

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SUMMARY

Highly motivated and adaptable employee with a strong desire to take on new challenges. Demonstrates excellent work ethic, reliability, and interpersonal skills. Skilled in working independently with minimal supervision and quick to master new tasks.

SKILLS

- Logistics coordination
- Customs compliance
- Supply chain management
- Team collaboration
- Hardworking and reliable
- Time management
- Strong communication skills
- Works well under pressure
- Flexible and adaptable

EXPERIENCE

Attachee – Awale Enterprises Limited
Mr. Abdi Awale | Kwale, Kenya
03/2024 – 12/2024

- Completed day-to-day duties accurately and efficiently.
- Contributed innovative ideas to improve team performance and outcomes.
- Collaborated effectively with diverse coworkers to achieve company goals and handle issues related to products and services.
- Specialized in quickbooks;i.e Doing company reconciliation, petty cash, creating invoice and journals
- Communicated courteously and respectfully to personnel at all levels
- Assist in the renewal of insurance and comesa
- Trained in Bond reconciliation
- Have skills in photocopying, scanning and printing

EDUCATION & TRAINING

Kenya School of Revenue Administration | Mombasa, Kenya
Graduate Certificate – Integrated Customs Management System (iCMS)
08/2025 – 08/2025

- Certified in customs management processes including Export, Warehousing, Import, Bond, Exemption, Declaration, and Transit procedures.

Kenya School of Revenue Administration | Mombasa, Kenya
Certificate in Customs and Freight Forwarding Logistics
09/2022 – 11/2024

- Excelled in customs and freight operations.
- Eager to grow into a productive professional in this field.

Kilifi College of Accountancy | Kilifi, Kenya
Graduate Certificate in ICT
06/2022 – 09/2023

- Skilled in MS-DOS operating system.
- Proficient in:
    - MS Word
    - MS Windows
    - MS PowerPoint
    - Internet and Email
    - Adobe Publisher
    - MS Excel
    - Business computer applications

LANGUAGES

- English
- Swahili (First Language)