

# CURRICULUM VITAE

NAME: JUMA TOYIL MATHEW  
SEX: MALE  
MARITAL STATUS: SINGLE  
NATIONALITY: KENYAN  
RELIGION: CHRISTIAN  
DATE OF BIRTH 1992  
ID NO. 30836912  
CELL PHONE: 0701792566 / 0736167532  
EMAIL: jumamatthew79@yahoo.com

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## PROFILE

Highly motivated individual who is able to multitask and prioritize workload under pressure as well as increase pace as workload demands. I possess excellent interpersonal skills, with ability to build rapport and develop regular clientele. I am a team player, noted for volunteering to take on additional work with a keen attention to detail.

## KEY SKILLS

- Customer service/sales: skilled in essential physical job functions, anticipating needs and empathizing with diverse customers. I speak clearly, quickly identify and resolve problems, listen and respond to requests and follow up to ensure complete satisfaction.
- Team work
- Computer proficiencies

## PROFESSIONAL EXPERIENCE

Sales Representative - Rubis Kenya: 2020 to date

Duties:

- Check air pressure in vehicle tires; and levels of fuel, motor oil, transmission, ra

diator, battery, and other fluids; and add air, oil, water, or other fluids, as required.

- Collect cash payments from customers and make change, or charge purchases to customers' credit cards and provide customers with receipts.
- Order stock and interacts with vendors delivering goods
- Creating the employees' schedule, Training new employees
- Supervising daily activities and handling disputes between employees and customers.
- Price and shelve incoming goods.
- Clean windshields, and/or wash and wax vehicles.
- Activate fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to specified levels.
- Prepare daily reports of fuel, oil, and accessory sales.
- Banking

**Sales Representative – Gulf Energy LTD : March 2017 – 2020**

Duties:

- Check air pressure in vehicle tires; and levels of fuel, motor oil, transmission, radiator, battery, and other fluids; and add air, oil, water, or other fluids, as required.
- Collect cash payments from customers and make change, or charge purchases to customers' credit cards and provide customers with receipts.
- Order stock and interacts with vendors delivering goods
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**Sales Representative - Safari Fashion and Design Nakuru : Nov 2012 – Aug 2013**

Duties:

- Provide direct customer services by informing them of products and services.
- Handle and resolve customers' complaints.
- Stock shelves with appropriate products and ensure correct price tagging.

**Office Clerk – Pemuri Institute of Professional Studies Nakuru : Aug – Nov 2013**

Duties:

- Manage files/folders and compile records
- Scan incoming mail for recipient information
- Retrieve files on demand
- Act as a receptionist or front desk officer when required

**Industrial Attachment - County Government of Bungoma : May – Aug 2014**

Duties

- Participate in counting store's physical inventory
- Maintain cleanliness of store
- Dispose of cardboard waste and trash

- Handle cash, change and operate the cash register
- Make entries for transactions daily and balance the books at the end of the day
- Help the accountant of the company to maintain all the account

### **EDUCATION BACKGROUND**

Sep 2013 – Nov 2015	: Rift Valley Institute of Science and Technology
	Diploma in Accountancy
Dec 2012 – May 2013	: Pemuri Institute of Professional Studies
	Computer Application
2009 - 2012	: Michael Wamalwa Secondary School
2000 – 2008	: Khamoto Primary School

### **HOBBIES**

Travelling, swimming, reading Novel

### **REFEREES**

1. Nichodemus Juma,  
Engineer  
Kengen  
Naivasha  
Tel: 0727837989

2. Joseph Karenga

Engineer  
Gulf Energy  
Mombasa  
Tel: 0722978808

3. Edwin Koimet  
Principal  
Rift Valley Institute of Science and Technology  
Tel: 020-2079754