

MARY NGENDO BUNDI

Mail: maryngendobundi@gmail.com
Tel:0704695807

Dear Hiring Manager,

Dear Sir/Madam,

RE: JOB APPLICATION IN YOUR ORGANISATION:

I am writing to express my interest in any suitable position within your organization. I am a hardworking, reliable, and customer-focused professional with experience in **sales, hospitality, retail operations, and customer service.**

I have previously worked as a **Sales Person under sole proprietorship**, where I managed customer relations, handled cash transactions, maintained stock records, and ensured high levels of customer satisfaction. I also have hands-on experience in the **hospitality industry**, having worked as a **waitress and receptionist**, as well as experience in **retail and store operations** as a cashier and storekeeper. Additionally, I gained administrative exposure during my attachment at the **Ministry of Interior and Coordination of National Government**, where I assisted with procurement documentation and record keeping.

I am well organized, honest, and able to work with minimal supervision. I possess good communication skills in both **English and Kiswahili**, strong attention to detail, and the ability to adapt quickly in fast-paced environments. I am confident that my skills, positive attitude, and strong work ethic would be a valuable asset to your organization.

I would welcome the opportunity to further discuss how my experience and skills can contribute to your team. I am available for an interview at your convenience.

Thank you for your time and consideration.

Yours sincerely,

Mary Ngendo Bundi.

Tel:0704695807

MARY NGENDO BUNDI

Mail: maryngendobundi@gmail.com Tel:0704695807

Languages: English & Kiswahili (Fluent)

PROFESSIONAL SUMMARY

Dedicated and reliable professional with hands-on experience in **sales, hospitality, customer service, retail operations, and basic administrative support**. Proven ability to work efficiently with minimal supervision, deliver excellent customer service, manage cash and stock, and adapt quickly to different working environments. Seeking opportunities in **sales, hospitality, retail, customer service, or general administrative roles** within US/UK-standard organizations.

CORE SKILLS

- Customer Service & Client Relations
- Sales & Cash Handling
- Stock & Inventory Management
- Hospitality & Front Office Operations
- Procurement Support & Documentation
- Communication & Interpersonal Skills
- Time Management & Multitasking
- Teamwork & Independent Work
- Basic Computer Packages (MS Word, Excel)
- Record Keeping & Filing

PROFESSIONAL EXPERIENCE

Sales Person – Sole Proprietorship

Self-Employed / January 2024 – December 2024

- Operated a small business under sole proprietorship.
- Conducted direct sales and customer engagement to promote products and services.
- Managed daily cash transactions and maintained basic sales records.
- Controlled stock levels, ordering, and product display.
- Built strong customer relationships to encourage repeat business.
- Ensured professionalism, honesty, and accountability in all transactions.

Receptionist / Waitress

Nyama Choma Village – Nyeri

November 2023 – July 2024

- Provided professional food and beverage service to customers.
- Promoted to receptionist due to strong performance and reliability.
- Handled customer inquiries, bookings, and front desk operations.
- Maintained service standards, cleanliness, and organization.
- Worked with minimal supervision to ensure customer satisfaction.

Waitress / Cleaner

Stardust Hotel

January 2023 – September 2023

- Initially employed as a cleaner and later promoted to waitress.
- Ensured high standards of hygiene and cleanliness within the hotel.
- Delivered quality customer service in food and beverage service.
- Worked collaboratively with colleagues to meet service expectations.

Procurement Trainee

Ministry of Interior & Coordination of National Government – Office of the President, Karatina

February 2021 – April 2021

- Assisted in receiving, issuing, and filing procurement tenders.
- Supported preparation and organization of procurement documents.
- Maintained accurate records as per institutional requirements.
- Gained exposure to public sector procurement procedures and ethics.

Cashier / Storekeeper

Chester Hardware – Karatina

June 2019 – December 2019

- Worked as a cashier handling daily customer payments.
- Promoted to storekeeper later in the year.
- Managed incoming and outgoing stock efficiently.
- Maintained accurate stock and sales records.

EDUCATION

Computer Packages Certificate

Aberdare Institute of Management

January 2019 – June 2019

- Microsoft Word, Excel, and basic computer applications
- Office documentation and data handling skills

Kenya Certificate of Secondary Education (KCSE)

Kiamwangi Secondary School

2014 – 2018

- Mean Grade: **C**
- Member, Guidance and Counselling Club
- Vice Chairperson, Catholic Union

Kenya Certificate of Primary Education (KCPE)

Gaturiri Primary School

2006 – 2014

- Score: **252 Marks**

ADDITIONAL SKILLS

- Excellent customer service skills
- Strong problem-solving and critical thinking abilities
- High attention to detail
- Effective communication in English and Kiswahili

INTERESTS

- Research
- Reading novels
- Travelling
- Cleaning and organization

AVAILABILITY

Available immediately for full-time, part-time, or contract roles.

REFEREES

Mr. Kaba

Kiamwangi Secondary School
P.O. Box 4–10101, Karatina
Tel: 0721 710 535

Mr./Mrs. Gathara

Chester Hardware
P.O. Box 6–10101, Karatina
Tel: 0721 583 064

Mr. David M. Maina

Human Resource Manager
Ministry of Interior & Coordination of National Government
P.O. Box 52, 10101 Karatina
Tel: 020 203 2991



THE NYERI NATIONAL POLYTECHNIC

P.O. BOX 465-10100 – NYERI, KENYA

ALONG MUMBI ROAD

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E-mail: info@thenyeripoly.ac.ke Website: www.thenyeripoly.ac.ke

MOTTO: EXCEL IN SKILLS & TECHNOLOGY

THE NYERI NATIONAL
POLYTECHNIC

CERTIFICATE OF COMPLETION

This is to certify that:

Mary Ngendo Bundi

(Adm. No.25422)

Was enrolled for a Course in

Supply Chain Management

Diploma Level

In Year 2020 and completed his/her course of study in year 2022

.....
R. A. Mwangi.....

REGISTRAR

DATE..... *29/11/2022*

.....
H. K. Mwangi.....

CHIEF PRINCIPAL

DATE..... *29/11/22*



This Certificate is not valid without the Institute Seal, the Signatures of the Principal and the Registrar



THE NYERI NATIONAL POLYTECHNIC

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E-mail: nyerinp@gmail.com Website: www.thenyeripoly.ac.ke



THE NYERI NATIONAL
POLYTECHNIC

INDUSTRIAL ATTACHMENT

CERTIFICATE

This is to certify that:

Mary Bundi

(Adm. No.25422)

Supply Chain Management

Diploma Level

Successfully completed his/her Industrial Attachment

At

MINISTRY OF INTERIOR CO-ORDINATOR

Which took place between

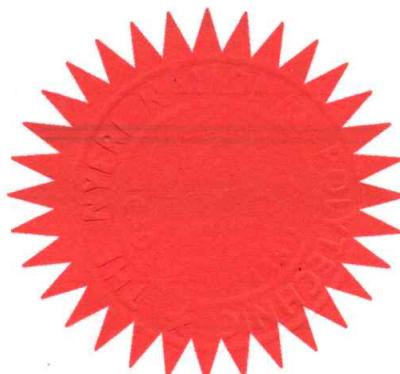
FEBRUARY 2021 AND APRIL 2021

After satisfying the Supervisors and Assessors

He/she was awarded a **DISTINCTION**

(INDUSTRIAL ATTACHMENT
COORDINATOR)

DATE. 14.12.2021



PRINCIPAL

DATE. 15.12.2021

This certificate was issued without any alteration or erasure whatsoever

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



08217108/012

F2 08217108/012

NAME: BUNDI MARY NGENDO
KIAMWANGI SECONDARY SCHOOL

GRADE

C+ (PLUS)
C (PLAIN)
C+ (PLUS)
D (PLAIN)
D (PLAIN)
D (PLAIN)
D (PLAIN)
C+ (PLUS)
D (PLAIN)

SUBJECT
101 ENGLISH
102 KISWAHILI
121 MATHEMATICS
231 BIOLOGY
233 CHEMISTRY
311 HISTORY AND GOVERNMENT
313 CHRISTIAN RELIGIOUS EDUCATION
565 BUSINESS STUDIES

SUBJECTS NAMED EIGHT MEAN GRADE C- (MINUS)

EXAMINATIONS OF YEAR 2018

PRINTED: 190806:134336



M. Mwangi *Sehms*

Chief Executive Officer
Kenya National Examinations Council

Chairman
Kenya National Examinations Council

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(See overleaf for conditions of issue)

KCSE / 18 3206696





