

## MURIUKI STELLA MURUGI.

**Nationality:** Kenyan

**Gender:** Female

**Phone number:** +254702581978

**Email:** murugimuriuki19@gmail.com

**Language:** English, Swahili

### **Personal profile:**

I am a dedicated, organized and methodical individual. I have good interpersonal skills, I'm an excellent team worker and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

## **Keycompetencies:**

- Ability to work under minimum supervision.
- Excellent analytical communication skills.
- Excellent computer skills.
- Self-starter, team player and decisive.
- Willing to learn continually with speed

### **Educationbackground:**

2014 - 2018 TAITA TAVETA UNIVERSITY  
Bachelor of science in statistics

2010 -2013 SIAKAGO GIRLS SECONDARY SCHOOL  
Kenya Certificate of Secondary Education

2006 - 2009 KIRIMA PRIMARY SCHOOL  
Kenya Certificate of Primary Education

## **Work Experience:**

### **Nomad hotel – kitengela**

**September 2024- September 2025**

#### **Responsibility**

- Manage transactions using cash registers or POS systems.
- Scan products, collect payments, and issue receipts.
- Ensure pricing accuracy and handle returns or exchanges.
- Provide customer assistance and answer questions.
- Maintain clean and organized checkout areas.
- Count cash in the register at the beginning and end of shifts.
- Follow security and anti-theft policies.
- Collaborate with other team members to ensure efficient store operations.
- Assist with stocking shelves and maintaining inventory

### **Daima Sacco Limited**

**March 2022– may 2024**

#### **Responsibilities:**

- Actively working toward bringing more members to the Sacco through promotional Marketing and customer motivation.
- Submitting monthly individual monthly report to the branch manager.
- Debt collection.
- Cash reconciliation
- Provide correct members in formation to all customers to ensure best financial decisions.
- Customer service and support at the help desk.
- Capitation
- Management of cash drawer
- Handling financial transaction
- Processing payments i.e cash, credit, debit

**November2019–March2020**

**INTERN at BIMAS Kenya**

Responsibilities:

- Out reach and promotions.
- Delivery of excellent customer experience.
- Loan appraisal, approval, monitoring and recovery.
- Verification and filing of client documentation.
- 100% compliance to policy and procedure and corporate governance.

**Referees**

1. Mr. Martin mutugi  
Branch Manager  
Daima SaccoLimited  
Tel: 0711381762
2. Mr. Edwin gitonga  
CEO intelligent Alpha  
Tel: 0706707277
3. Mr. kenedy munene  
Nomad hotel  
Tel:0713331390



