

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.

Key competencies:

- 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

Education background:

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

November 2019–March 2020

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 Sacco Limited
Tel: 0711381762
2. Mr. Edwin gitonga
CEO intelligent Alpha
Tel: 0706707277
3. Mr. Kennedy munene
Nomad hotel
Tel: 0713331390

