

CURRICULUM VITAE

DAVID CHOVO

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PERSONAL DATA

GENDER:	MALE
NATIONALITY:	KENYAN
DATE OF BIRTH:	22/11/1995
ID NO:	35604463
MARITAL STATUS:	SINGLE
LANGUAGES:	ENGLISH, KISWAHILI, KALENJIN
RELIGION:	CHRISTIAN

CAREER OBJECTIVES

To enhance my professional skills in dynamic and stable workplace which will offer me a consistent positive atmosphere to learn new skills, abilities and implement them effectively for betterment of service delivery. I will offer my experience to improve the performance of my career so as to fulfill my career goals and dreams.

Ability to work in a busy, challenging environment and within multi-cultural environment and to display quality in work done and self-motivation towards achievement of goals, excellent organizer with good interpersonal, communication and organizational skills

PERSONAL PROFILE

- Good communication skills and service orientation and customer centric.
- Strong organization skills in a variety of situations to achieve deadlines
- Adaptable, initiative and quick to learn new skills
- Good interpersonal skills, easily making good working relations

PERSONALITY

- Easily adaptable, strong team player, able to anticipate and manage change, good interpersonal skills, active team player
- Effective quality service for better management of the society

EDUCATIONAL BACKGROUND

2017 – 2018: Kenya Institute of Management College, Diploma in Business Management

2013 – 2016: St. Barnabas Tegat Secondary School, Kenya Certificate of Secondary Education

2004 – 2012: Township Primary School, Kenya Certificate of Primary Education

WORK EXPERIENCE

2023 – To date: Asai General Supplies; Receptionist

DUTIES AND RESPONSIBILITIES

- ❖ Answering customer questions and providing information
- ❖ Managing the front desk area to ensure it is clean and organized
- ❖ Updating customer records or databases
- ❖ Communicating with other departments or staff

2019 - 2022: Mamajons Fashions Kapsabet; Sales Manager

DUTIES AND RESPONSIBILITIES

- ❖ Set performance targets,
- ❖ Manage sales forecasts
- ❖ Drive customer satisfaction & upselling
- ❖ Ensure stock availability & appealing presentation
- ❖ Financial Management
- ❖ Budgeting, sales analysis & reporting
- ❖ Trend monitoring

PERSONAL INTERESTS AND HOBBIES

- Traveling to new places
- Listening to music
- Watching documentaries

REFEREES

1. CALGAN CHOLE
NURSE – KAPSABET COUNTY
REFERRAL HOSPITAL
TEL: 0717550405
2. DANIEL LOKIDOR
BUSINESSMAN
TEL: 0719 292 528