

**CURRICULUM VITAE**  
**DAVID CHOVO**  
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**Tel: 0727 152 182**

**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