

CURRICULUM VITAE

PERSONAL DETAILS

NAME: NELLY NTINYARI
NATIONALITY: KENYAN
DATE OF BIRTH: 03/04/1998
LANGUAGES: ENGLISH, SWAHILI, AND MERU
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CAREER OBJECTIVES

- A committed and results oriented team player who pays attention to detail believing strongly in meeting set specifications, deadlines, goals and objectives. Am committed to strengthening customer experiences with professionalism and positivity when processing sales and requests. Dedicated to both professional and personal development.

Key Skills

Communication skills - ability to work alongside colleagues to complete all the work projects and challenges.

IT Skills - Strong skills in IT including Microsoft Office, Excel, and PowerPoint

QUALIFICATIONS

2003-2010	Muthangene primary school	KCPE	287marks
2011-2015	Muthangene Day Secondary school	KCSE	C
2016-2016	KIPS Technical Institutes	Computer Packages	
2017 – 2018	KIPS Technical College	Diploma in Supply Chain Management	Deferred
2023	Wang Point Technologies	QuickBooks	

WORKING EXPERIENCE

KANINI WHOLESALER ENTERPRISE: NOV 2018-2019

POSITION: TRANSPORTATION CLERK

RESPONSIBILITIES:

- Performing data entry, labelling, and filling, assisting with tracking and expediting of freight.
- Maintain records on charges, weight and destination of incoming and outgoing shipments
- Hand enter information into a computer
- Record incoming and outgoing freight data such as weight, charges, destination into record system.

WAPENDWA BOOKSHOP: MARCH 2019-AUGUST 2021

POSITION: DATA ENTRY CLERK

RESPONSIBILITIES:

- Organizing and keeping records.
- Operating computer and different software packages
- Purchase orders, verifying order quantities, reordering books, checking enrollment and sales history
- Compile paperwork and entering pertinent information into point-of-sale (POS) system.

EASTEND PHARMACY: 2022-TO DATE

POSITION: PHARMACY CASHIER

RESPONSIBILITIES:

- Keeping records and preparation of payroll checks.

- Bookkeeping
- Recording, maintaining and reconciling financial obligations.
- Tax filling procedures
- Formulating plans to ensure increase of yearly profits

HOBBIES

- Writing
- Watching documentaries
- Reading novels
- Travelling
- Listening to Music

REFEREES

Purity Makena

Store Supervisor-Kanini Wholesaler Enterprise

Email: makenapj1@gmail.com

Phone No: 0799289987

Hellen Makumi

Manager -Wapendwa Bookshop

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Sammy Kithinji Mutwiri

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