

Eve Mutindi Michael

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PERSONAL SUMMARY

Dependable result-oriented professional with extensive purchasing and supplies management knowledge and experience acquired while working in different departments. I am dedicated and results driven.

WORK EXPERIENCE

01/2023 – 2025
Kamukunji-Nairobi

Shop Attendant and Cashier Star Shopping Mall

- Stocking and merchandising
- Cash handling- ensuring the cash register and cash handling procedures
- Point of sale assistance – processing sales transactions accurately
- Assisting with the inventory
- Handling returns and exchanges

05/2022 – 12/2022
Nairobi

Cashier and Store Keeping Brookside Distributers

- Processing Transactions
- Cash register operations
- Balancing Cash drawer
- Maintaining periodic Inventory Checks

01/2022 – 04/2022
Kisumu

Supermarket Attendant Stanmatt Supermarket

- Customer service-assisting customers in finding products and providing information about promotions and discounts.
- Product knowledge- having a good understanding of the layout of the supermarket and location of various products
- Stocking and merchandising
- Price checking and labeling

ACADEMIC QUALIFICATIONS

2019 – 2021

Diploma in Purchasing and Supplies management Jomo Kenyatta University of Agriculture and Technology (JKUAT)

2019 – 2019

Certificate in Computer Applications Christ the King College

2015 – 2018

Kenya Certificate of Secondary Education (K. C. S. E) St. Lucia High School

SKILLS AND COMPETENCIES

- Competent at payment processing, maintenance of books of original entry and inventory maintenance.
- Outstanding computer skills - Proficient in all Microsoft Office Applications
- Capable of handling administrative functions
- Efficient negotiation skills
- Strong organizational, interpersonal and communication skills
- Proactive individual with strong leadership skills
- Time management skills and team player
- Great analytical Skills

LANGUAGES

English

Kiswahili

CAREER OBJECTIVE/ASPIRATION

Being instrumental to the organization, I work for by leveraging my education, skills and experience to achieve the set objectives both individually and as a team.

REFERENCES

Mr. Samson Maina, *Manager*, Star Shopping Mall, Kamukunji-Nairobi
+254 726827303

Mrs. Grace Wangari, *Director*, Brookside Distributors, Nairobi.
+254 707771175

Mr. Samuel Njenga, *Manager*, Stanmatt Supermarket, Kisumu.
+254 725861543