

CURRICULUM VITAE

ANNRUTH NJERI NJOROGI

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PROFILE

A self-motivated, results-oriented and detail-driven professional with a strong work ethic and a commitment to delivering high-quality service. I possess excellent organizational, accounting, and customer service skills with the ability to adapt quickly to new environments and challenges. I am passionate about contributing to organizational growth through continuous learning and dedication to excellence.

CAREER OBJECTIVE

To leverage my skills and knowledge in accounting, finance, customer service, and administrative duties to deliver outstanding results, adapting to evolving challenges and contributing to success and growth of the organization.

EDUCATION

Diploma in Accounting and Finance-The Cooperative University of Kenya:2020 – 2022
Kenya Certificate of Secondary Education (C Plain)- Kamahuha High School: 2016-2019
Kenya Certificate of Primary Education (KCPE)- Tetu Girls Primary School:2012-2015

KEY SKILLS

- **Sales Management:** Proficient in handling sales records, reconciliations and reporting.
- **Software Proficiency:** Skilled in Microsoft Office Suite (Excel, Word, PowerPoint) and QuickBooks.
- **Customer Service Excellence:** Strong interpersonal skills with a focus on client satisfaction and efficient problem-solving.
- **Administrative Support:** Expertise in data entry, record-keeping, filing and maintaining accurate archives.
- **Inventory & Logistics Management:** Experienced in sorting, labeling, organizing and managing stock efficiently.
- **Communication & Business Writing:** Ability to draft professional correspondence and maintain clear, concise communication.
- **Attention to Detail:** Meticulous in handling sensitive and complex data, ensuring accuracy and compliance.

PROFESSIONAL EXPERIENCE

Shop Attendant(Cashier)

Magunas Supermarket

July 2025 – Dec 2025

- Customer Service
- Issuing receipts
- Handling daily sales transactions and MPESA payments accurately
- Assisting in receiving deliveries and restocking.
- Promoting special offers and up-selling products

Customer Attendant/Off loading Marshal

Total Energies Kenya-

Ruiru

June 2024 – March 2025

- Dispense fuel accurately and safely
- Handle cash and electronic payments correctly
- Issue receipts and balance daily sales
- Assist customers with basic vehicle needs (oil, water, tyre pressure)
- Maintain cleanliness of the forecourt and service area
- Follow safety procedures and emergency protocols
- Promote station products and services
- Report equipment faults or safety hazards
- Ensure compliance with company policies and fuel handling regulations

Production Assistant

Gititu Coffee Factory

December 2023 – February 2024

- Sorting, grading and packaging of coffee products to meet quality control standards.
- Ensuring cleanliness and adherence to safety protocols within the production environment.
- Collaborating with the production team to meet daily output targets and improve workflow efficiency.
- Conducting routine inspections to identify and report defective products or irregularities.
- Supporting inventory management by tracking raw materials, monitoring usage, and updating records.
- Preparing and labeling coffee products accurately for shipment and distribution.

Sales and Marketing Officer

Pitchface Marketing Division

August 2022 – December 2022

- Promoted and marketed products, increasing customer awareness and enhancing brand visibility.
- Engaged with customers to understand their needs, provided tailored solutions, and boosted client satisfaction.
- Conducted market research to identify customer preferences and competitors' activities.
- Supported the sales team by preparing reports, tracking customer data, and maintaining communication records.
- Participating in promotional events to attract new clients and strengthen customer relationships.
- Implementing sales strategies to meet and exceed revenue targets

Accounting and Finance Intern

Githunguri Dairy Farmers Sacco

May 2022 – July 2022

- Maintaining financial records, processing transactions and reconciling accounts.
- Supporting the preparation of financial reports, including balance sheets and income statements.
- Performing data entry tasks, ensured accuracy, and assisted in handling customer inquiries.
- Handling administrative tasks, including filing, documentation, and record-keeping.
- Participating in audit processes by preparing necessary documents and ensuring data integrity.
- Assisting in the analysis of financial data to identify trends and generate insights for decision-making.
- Processing loan applications and verified client information to support credit analysis procedures.

HOBBIES

- Socializing and networking
- Reading books

REFERENCES

George Mbugua

Chairperson, P.C.E.A Gakoe Church

Phone: 0788 357 990

Margaret Wanjiru Wanjohi

Secretary, Ndireti Secondary

School Phone: 0738 358 499

Newton Kamau

Supervisor-Total Ruiru Imani Service

Station Phone:0717019777