

Curriculum Vitae

Personal Information	<p>Name: Frendina Mutwa Muli</p> <p>Date of Birth : 20th June, 1990</p> <p>Cell Phone: +254713453197</p> <p>Email: fredinahmutwa@gmail.com</p> <p>Gender: Female</p> <p>Marital Status: Married</p> <p>Nationality : Kenyan</p> <p>Religion: Christian</p> <p>Languages: English (Fluent), Kiswahili (Fluent).</p>
Career Profile	A self-motivated, organized and progressive hands-on manager who seek to deliver quality and measurable results, meeting any challenges presented with a clear logical mind and practical approach to problem solving. I enjoy working on my own initiative and as part of a team while seeing tasks through to completion.
Career Objective	I seek to continuously progress on both professional and personal fronts through all round skills with emphasis on assigned targets, creativity and team spirit.
Educational Background	<p>2021 - to Date : Kenya institute of management <i>Certificate in Purchase and Supply</i></p> <p>2005 - 2008 : Kyome Girls High School <i>Kenya Certificate Of Secondary Education (K.C.S.E.)</i></p> <p>1995 - 2004 : Thokoa Primary School <i>Kenya Certificate of Primary Education (K.C.P.E.)</i></p>
Working Experience	<p>2019 - to date: Platinum Outsourcing and Logistic</p> <p>Position: Office Assistant</p>
Skills	<ul style="list-style-type: none">• Self driven, customer centric and team player.• Data analysis and processing• Good leadership and management skills.• Excellent written and verbal communication skills, with good listening skills.• Good organizational and planning skills.
Hobbies	<ul style="list-style-type: none">• Travelling• Making new friends• Reading storybooks• Watching movies

Referees

Alvin Mokaya
HR, Platinum Outsourcing and Logistics
Email: alvin.mokaya@platinumoutsourcinglogistics.com
Ph: +254 723 540 161

Mercy Ndirangu
Accountant, Platinum Outsourcing and Logistics
Email: mercy.ndirangu@platinumoutsourcinglogistics.com
Ph: +254 725 936 180

Beatrice Mwendwa
Lecturer, Kenya Institute of Management
Email: Beatrice.mwendwa@gmail.com
Ph: +254 725 599 162
