



JANE NJERI KIMONDO

SALES AND MARKETING

CONTACT

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📍 62014-00200., Nairobi-Kenya

EDUCATION

July 2015-Aug 2015

Certificate in House Keeping

2007-2008

Diploma in Computer Applications
Faircrest Institute

2005 - 2007

Diploma in Business administration
Murang'a College of Technology

2001 - 2004

Certificate of Secondary Education

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Swahili (Fluent)

PROFILE

To work with creativity and initiate to the uttermost, through team work and deliver my best in terms of output with full readiness to adopt and learn new skills in the dynamic economic environment. I am an ambitious and always eager to learn from others, disciplined, diligent, can work without supervision and strong believer of team work for excellence.

WORK EXPERIENCE

Green Bay tours and travel_marketing

2022- PRESENT

- Hotel and bookings.
- Airticketing
- Visa assistant.

Alpha Touch Motors Ltd Sales and marketing

2019- 2021

- Share best practices and strategies to improve overall sales performance.
- Provide post-sale support, including arranging for vehicle delivery and addressing any issues that arise
- Respond to customer inquiries and provide information about vehicles, pricing, and financing options.
- Negotiate pricing and terms of sale.
- Participate in promotional events and activities

Hongsway International Marketing Officer

2016-2018

- Planning and project managing marketing events and evaluating their success.
- Evaluating the effectiveness of all marketing activity.
- Developing and implementing an internal marketing programme.
- Supporting the marketing manager in day to day marketing activities.
- Plan, develop and deliver campaigns as agreed within timescales.

REFERENCE

Mr Kamau
Operations Manager
Alpha Touch Motors Ltd
Phone: +254 721 951 354

Elizabeth Ndegwa
Business development Manager
Green bay tours and travel
Phone: +254 722 51 7538

Mrs Florence Njuguna
HOD School of Business Studies
Murang'a College of Technology
Tel: 060 30269

Josmak Consultant LTD 2015- 2016

Administration Assistant

- Recording and filling all office documents
- Answering telephone calls
- Arranging appointments
- Maintain office details
- Typing, photocopy and scanning documents
- Organizing, servicing meetings and taking minutes

Redsun Limited 2013- 2014

Sales lady

- Working with customers with the most cheerful and pleasant disposition
- Giving answers to customers questions.
- Communicating and assisting customers in any way possible and as the customers may require.
- Dealing with customer’s complaints professionally and with restraint

Gold Crown Beverages 2009- 2012

Administrative Assistant

- Filing
- Answering telephone calls.
- Maintaining diaries.
- Arranging appointments

Johnson Family Company JAN 2008- DEC 2008

Administrative Assistant

- Excellent customer service skills.
- Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage.
- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices.

K.T.D.A Chinga Tea Factory 2006 - 2007

Customer Care and Administrative Assistant

- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Sending out and receiving mail and packages.

Mugama Farmers Union JAN 2005 - SEP 2005

Office and administration

- Performing multifaceted general office support.
- Sending and receiving forms for the company.
- Answering the phone.
- All day-to-day operation matters.
- Operate a range of office machines such as photocopiers and computers.