

CURRICULUM VITAE

EDWARD NGUGI NJORGE

Mobile : +254797870293
Nationality KENYAN
Date of Birth : 02/09/1992
Sex : Male
Marital Status : SINGLE
Languages Known: English Excellent, Swahili excellent,
Passport No : AK0506109
Email : **chaingugi@gmail.com**
Location Kenya

Objective:

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Qualifications Summary:

- Excellent ability to provide high quality support to a multifaceted team.
- Analytical and problem solving skills, good decision making skills, extremely effective verbal and listening communication skills.

Work Experience

Sales & Marketing **Year 2014-2021**

Responsibilities/ Duties

- Set up and stocking stations with all necessary supplies
- Answer, report and follow executive
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Maintain a positive and professional approach with coworkers and customer's
- Placing of order for the store
- Marking of the section attendance list with the supervisor.
- Ensuring the customers demand is satisfactorily delivered.

Education:

- **TIBS diploma in business management**
- **Secondary Certificate Education**

Declaration:

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

Hobbies:

- **Cooking**
- **Shopping**
- **Travelling**
- **Photography**