



PERSONAL INFO

Name: Salome Wanjiku Mumbi
DOB 22/03/1991
Marital Status: Married
Nationality: Kenyan
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Visa Status: Visit Visa

CAREER OBJECTIVE

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction having of fully realized my potentials.



WORK EXPERIENCE

**2020-2022 MOMBASA MAIZE MILLERS KENYA-MOMBASA
STORE KEEPER**

Duties and Responsibilities

- Verify delivery against purchase orders and delivery notes.
- Report any discrepancies or damaged goods.
- Properly label and store items in designated storage areas.
- Ensure goods are stored in a safe, organized, and accessible manner.
- Maintain accurate stock records (manual or computerized).
- Monitor stock levels and ensure timely reordering.
- Conduct regular stocktaking and reconcile physical stock with records.
- Issue materials based on requisitions or authorized requests.
- Ensure accurate documentation for all issued items.
- Maintain a record of stock movement.
- Ensure the store is secure and unauthorized access is prevented.
- Follow safety procedures for storing hazardous or perishable items.
- Report any safety hazards or security breaches.
- Maintain accurate records of stock transactions (receipts, issues, adjustments).
- Prepare periodic inventory and stock reports for management.
- Assist in planning and forecasting stock requirements.
- Provide support during audits and inspections.

EDUCATION QUALIFICATION

- 1997 – 2024 : TONONOKA JUNIOR SCHOOL**
Kenya Primary Leaving Certificate
- 2005-2009 : TONONOKA ADVANCED SECONDARY SCHOOL**
High school Diploma, School leaving Certificate



KEY SKILLS

- Excellent customer service
- Interpersonal and communication skills
- Child cancelling
- Time management
- Self-motivated
- Team work



HOBBIES

- Swimming
- Sports
- Travelling
- Socializing

REFEREE

- Mr. Wazir Abdullah
+254703261147, Kenya