**PERSONAL PROFILE**

Name: **Fatuma Mohamed**

Date of Birth:29th APRIL 1997

Nationality:Kenyan

Religion:Muslim

Marital Status:Single

Language Known:English & Swahili Fluent

E-mail: fatmadobz11@gmail.com Mobile**: 0567845663**

 **OBJECTIVE.**

Attaining standard of excellence by improving and implementing both my skills and technical knowledge and to face new challenges in a fast-growing organization.

#  QUALIFICATION

**Kenyatta University.**

**2015-2021: Degree in Bachelor of Science Industrial Chemistry with Management**.

**Institute Of Advanced Technologies**

2015: MS Word, Excel, PowerPoint and Internet

# EDUCATIONAL BACKGROUND

**2015-2021**

Kenyatta university

**2010-2014**

Aga Khan High School Mombasa Kenya

**2007-2010**

High gate Primary School Mombasa Kenya

**SKILLS.**

* Telephone etiquette.
* MS office suite.
* Document management.
* Administrative tasks.
* Excellent communication and listening skills.
* Client relationships.
* Analytical skills.
* Observational skills.
* Record keeping.
* Team player.
* Excellent written and verbal communication skills.
* Excellent organizational and time management skills.
* Strong customer service ethic.
* Professional, motivated, energetic and innovative.
* Ability to meet goals and deadlines.

# WORKING EXPERIENCES

**Bin Soud Accessories**

**Umm Ramool, United Arab Emirates**

**March 2024**

**Accounts**

# PRINCIPLE DUTIES AND RESPONSIBILITIES

* Worked with excellence software.
* Filing documents.
* Data entry using Microsoft excel.
* Worked with various office equipment.

**KEBS-Intern**

**Mombasa, Kenya**

**Oct 2022-Mar 2023**

# PRINCIPAL DUTIES AND RESPONSIBILITIES

* Sort and distribute communications in a timely manner.
* Create and update records ensuring accuracy and validity of information.
* Organize office and assist associates in ways that optimize procedures.
* Monitor level of supplies and handle shortages.
* Maintain trusting relationships with suppliers, customers and colleagues.
* Operating various office machine.
* Maintaining a sufficient number of forms for staff use.
* Provide support including organizing and maintaining project files, tracking deadlines and assisting with project documentation.
* Assist with customer support activities such as answering phone calls, responding to emails and addressing customer enquiries or concerns.
* Perform various clerical duties, including filing documents, data entry, photocopying and scanning.

**Crown Paints Kenya Ltd- Industrial trainee**

**Jan 2022- Mar 2022**

**PRINCIPAL DUTIES AND RESPONSIBILITIES.**

* Took inventory of lab equipment.
* Customer complaint analysis.
* Assisted with experiments.
* Measured and mixed compounds for experienced chemist.
* Research on products, new material and competitor product.
* Delivering products and services that conform to customer requirements.
* Testing and verification of raw materials before acceptance and for use.
* Improve effectiveness of quality of products.
* Cleaned and sanitized lab equipment.
* Took inventory of lab equipment.
* Using different instruments to measure common parameters.
* Complied with health, safety and environment policies by applying best practices and quality standards.
* Research suppliers and delivery partners to meet project goals.

# HOBBIES

Travelling, socializing, volleyball.