

CURRICULUM VITAE

Personal Details

Name	:	Esther Wambui Kimemia
Address	:	8898-00200
Cell Phone	:	0721 837 136
Email	:	esther.kmm@gmail.com
Date of Birth	:	1 st December 1991
Nationality	:	Kenyan
Religion	:	Christian
Languages	:	Fluent in English and Kiswahili

Career Objective

With over two years of experience as a customer service representative, I am an excellent communicator with great inter personal skills. Meticulous approach along with excellent problem solving ability enables me to tackle all kinds of situation

Work Experience

2015 - to date	:	MENSA SYSTEMS <i>Position:</i> Customer Care Representative <i>Responsibilities</i> Handles customers queries, complaints and ensures prompt service Trained assistants in the rule of the store Motivates staff to perform better Process orders
2010 – 2012		MENSA SYSTEMS <i>Position:</i> Front Office Assistant <i>Responsibilities</i> Typesetting, Photocopying, Scanning documents, day-to-day interaction with clients, planning material requirements, work schedule, quotations.

Education Background

2011 - 2015	:	TECHNICAL UNIVERSITY OF KENYA B.A. Communications
2009 – 2010		THE KENYA POLYTECHNIC UNIVERSITY COLLEGE Diploma in Clothing and Textile Technology

2005 – 2008 : **KAGWE GIRLS SECONDARY SCHOOL**
Kenya Certificate of Secondary Education (KCSE)

1995 - 2004 : **GAKENGE PRIMARY SCHOOL**
Kenya Certificate of Primary Education (KCPE)

Skills

: Great Interpersonal Skills
Great Computer Skills
Excellent Problem Solving Ability

Hobbies

: Designing outfits
Writing
Cooking
Playing badminton

Referees

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