

CURRICULUM VITAE

Beverlyne Orita Oyondi

Address: P.O. Box 518-50200

Mobile Number: 0702543487

Email: beverlyneorita@gmail.com

Personal Profile

Date of Birth : 23rd January 1991
Marital status: Single
Nationality: Kenyan
ID Number : 30197872
Home Town : Kakamega County
Languages: English, Kiswahili

CAREER OBJECTIVES:

To obtain a position with the organization that will enable me to use my Bachelor of commerce skills, educational background and ability to work well people towards the realization of their goals with view of improving the image of organization.

SKILLS

- Self-motivated with solid reputation for being disciplined, reliable and meeting deadlines.
- Committed and visionary to achieving tangible results at minimum or no supervision.
- Excellent aptitude for accuracy, detail, and always willing to learn.
- Honest and trustworthy person with good team building skills and easily adapts to new environments.
- Microsoft office software and Outlook operations
- Analytical problem-solving skills

EDUCATIONAL & TRAINING BACKGROUND:

- Institution:** Kibabii University- School of Business
Course Studying: Bachelor of Commerce (**Second Class Lower**)
Duration: September 2014- June 2017
- Institution:** The University of Nairobi – School of Business
Course Studying: Diploma in Purchasing and Supplies Management (**Credit**)
Duration: November 2012- November 2013
- Institution:** The University of Nairobi – School of Business
Course Studying: Certificate in Human Resource Management (**Credit**)
Duration: June 2012- August 2012
- Institution:** St. Mary's Mumias Secondary School
Course Studying: Kenya Certificate of Secondary Education (**C Plain**)
Duration: February 2008- December 2011
- Institution:** Nzoia Sugar Company Primary School
Course Studying: Kenya Certificate of Primary Education (**347/500**)
Duration: January 2000- December 2007

WORK EXPERIENCE

November 2019: Receptionist at NEOLIFE Company Symposium

RESPONSIBILITIES

- Receive visitors and NEOLIFE members ; Greet them appropriately ,determine their needs in a professional manner ,maintain register ,direct them to the conference hall ,ensure backup when absent from reception desk
- Answer phone calls
- Monitor security ; Monitor people coming and going through the reception door aware of and report suspicious activity
- Financial ;Monitor and report petty cash payment
- Reception area maintenance ;keep reception area clean and need ,maintain and organize reading material

May 2019

Brand activator at Product and Gamble Company

RESPONSIBILITIES

- Reaching out to customers to tell them about Ariel washing powder
- Selling Ariel washing powder
- Customer care service
- Sending daily reports

ACHIEVEMENTS

- Brand Building- I was able to plan and implement about market segmentation for Ariel powder which led to increase in sales in the interior of Bungoma county..
- Market Growth; I championed the improvement of distribution of Ariel by increasing the supply of the product to the retailers of the interior most parts which led to increase in demand and supply therefore leading to market growth.

April 2019; Promoter at Treasure communication Ltd

RESPONSIBILITIES

- Promotion of Jik colors and Jik bleach; Giving information to customers about Jik in details depending on the preferences of the customer.
- Issuing Give-Away: Giving free offers to the customers who buy Jik of the highest quantity, so that they can be motivated to buy more of it.
- Customer care service assistant: Explaining in details to customers about Jik and reporting any complain concerning Jik to the company
- Giving update of inventory: Updating stock daily and reporting about the stock-out of any Jik variant and any damage.

ACHIEVEMENTS

- Brand Building- I was able to plan and implement about market segmentation for Jik which led to increase in the know-how.
- Market Growth; I championed the improvement of distribution of Jik by increasing the supply of the product to the retailers of the interior most parts which led to increase in demand and supply therefore leading to market growth.

October 2018; Sales Representative at Topline Marketing Agency

RESPONSIBILITIES

- Present, promote and sell Godrej wet products using solid arguments to existing and prospective customers.
- Reach out to customers leads through cold calling.
- Establish, develop and maintain positive business and customer relationship.
- Achieve agreed upon sales target and outcomes within schedule.
- Supply management with reports on customer needs, problems, interests, competitive activities and potential for new products and services.
- Continuously improve through feedback track sales and status reports.
- Expedited the resolution of customer problems and complaints to maximize satisfactions.
- Analyze the territory/markets potential, track sales and statues reports.

ACHIEVEMENTS

- Brand Building- I was able to plan and implement about market segmentation for Godrej wet products which led to increase in the know-how.
- Market Growth; I championed the improvement of distribution of Godrej wet products by increasing the supply of the product to the retailers of the interior most parts which led to increase in demand and supply therefore leading to market growth.

December 2017 – February 2018; Sales Executive at Fine Media Limited

RESPONSIBILITIES

- Preparing daily reports.
- Meeting or exceeding goals

- Negotiating all contracts with prospect client.
- Maintaining client records.
- Answering client questions about credit terms, products, prices and availability.

- Visiting clients and potential clients to evaluate needs or promote products and services.

ACHIEVEMENTS

- Brand Building- I was able to plan and implement about market segmentation for Airtel services which led to increase in the know-how.
- Market Growth; I championed the improvement of distribution Airtel services by increasing the supply of the service to the retailers of the interior most parts which led to increase in demand and supply therefore leading to market growth.

October 2017; Research assistant at Center for study of adolescence

RESPONSIBILITIES

- Collecting data of the adolescents aged 12-24 and filling questionnaires about disease contracted, pregnancy and contraceptives previously used and any previous medical reports.

- Data entry of data collected in the SPSS.

ACHIEVEMENTS

- Mobilizing the medical camp that helped in advising the adolescents about the importance of abstinence and the preventive measures to take in order to prevent contracting S.T.Is which led to reduction in pregnancy of the adolescents and contacting of S.T.Is

May 2016-July 2016; Intern at Bungoma County Assembly

RESPONSIBILITIES

- Tender opening, evaluation and award.
- Receiving requisition and specification for users
- Tendering and acquiring of goods and services.
- Documentation of goods and services, issuing of goods and retiring of boarded goods.
- Commissioning of procured services
- Stores management

ACHIEVEMENTS

- Participation in tender evaluation of goods to be procured by the county government of Bungoma.

REFEREES

1. Dr. Kadian Wanyama
The Dean School of Business and
Economics Kibabii University
P. O. Box 1699-50200 Bungoma,
Kenya Email; kwanyonyi@kibu.ac.ke
Mobile +254721340373

2. Victor Oduol
Project Manager
Topline Marketing Ltd
P. O. Box 2559-00200 Nairobi, Kenya
Email; oduolv@gmail.com
Mobile +254714863310

3. Maureen Amwai Assistant
Project Manager Center for
study of Adolescence
P. O. Box 19329 -00202 Nairobi, Kenya
Email; maureenamwai@gmail.com
Mobile; +254710304449