

## JOYCE NGONYO KAMAU

**Address :** Union, Dubai

**Phone Number :** +971526065236

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### PERSONAL DETAILS

**Language :** English To Kiswahili

**Gender :** Female

**Visa Type :** Visit Visa

**Passport No :** 25242370

**Date of Birth :** 27/07/1985

**Place of Birth :** Kenya

**Marital Status :** Single



### POSITION SOUGHT : SALES ASSISTANT

### OBJECTIVE

Two year of experience as a sales lady is seeking to work in a pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objectives with full integrity.

### PERSONAL / PROFESSIONAL SKILLS

- Problem solving
- Hardworking
- Team player
- Ability to input, access and retrieve information from the computer
- Efficient and organised
- Good at balancing work and personal commitment
- Ability to handle various tasks
- Good human relation
- Disciplined and ability to work with minimal supervision

### WORKING EXPERIENCE

**Sales Assistant :** Alghanim Industries, Saudi Arabia, March 2015 - November 2017.

**Marketing Agent :** Unilever company, kenyan, December 2018 - February 2019.

## **DUTIES AND RESPONSIBILITIES**

- Receiving and distributing incoming and outgoing products.
  - Install product and ensure proper display.
  - Assisted general manager with various projects.
  - Provide quality customer service, answer questions from customers.
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- Organised and merchandised products.
  - Present and sell company products and services to current and potential clients.
  - Establish and maintain current client and potential client relationships.
  - Help run social media and other advertising.

## **EDUCATION WITH QUALIFICATION OBTAINED**

Tiekunu High School, Kenya.

**2010- 2014 Diploma Certificate in computer**

Vision Christian Computer College, Kenya.

**2005 Certificate in computer**

## **HOBBIES**

- Meeting people
- Internet surfing
- Reading

## **REFEREES**

Available on request.