**CURRICULUM VITAE**

**Personal details**

**NAME: NUHUNIYIMBONA**

**E-MAIL : nuhukidumu2@gmail.com**

**MOBILE NUMBER: 0526688983**

**Position:Customer Service**

**Personal Profile**

Date of Birth : 17January 1993

Civil Status : Single

Gender : Male

Visa Status : Visit Visa

Passport Number : OPO130243

Nationality : Burundian

Language : English,French, Kiswahili and Kirundi

**Career Objective**

Keen on seeking a challenging position in a reputed organization, where I can utilize my acquired skills and experience to carry out assigned tasks and duties effectively and efficiently and participate to enhance the current services offered to customers.

**Educational Qualifications**

* **Andrews computer 2013-2014**

**certificate in COMPUTER SOFTWARE S**

* WAITHAKA RIVERSIDE HIGH SCHOOL 2009-2013

**Kenya Certificate Of Secondary Education**

**Professional Experience**

**January 2017- November 2019:**

**WORKED AT CNA Somali TV and Tusmo fm**

**POSITION :OFFICE BOY**

**RESPONSIBILITIES:**

-Directing Customers to different office departments

-calling and receiving calls from the customers as directed .

Help businesses develop strong relationships with Company and customers.

. Representatives answer customer questions,

Helped to resolve problems, process refunds and make suggestions regarding the purchase .

-Perform duties Safely in accordance with job instructions

Reporting and sometimes finding solutions for any mater arising in the Company.

Help in organising staff meeting which conducted every first day of the the week before Woking hours**.**

-prepared coffee for workers and guest

-Does office cleaning making sure the office remain Tidy

**Skills and Competencies**

* Good interpersonal and communication skills
* Pleasant personality, character and attitude
* Confident and Self motivated
* Be able to work individually or as a team with or without supervision
* Be able to prioritize duties
* Flexible and adapt to different working environment quickly
* Ability to work for long hours under press

**REFEREES**:

Dr.Maxwel Kiamu,

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**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge and belief.

NUHU NIYIMBONA