



CURRICULUM VITAE

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LANGUAGES: English, Swahili, Basic Deutsch

PERSONAL STATEMENT

To establish strong functional capabilities by incorporating advocacy, communication and interpersonal skills, enhancing them to achieve self-actualization and meet organizational and societal demands. In this regard, I aim to work in a challenging and reputable organization with attractive career opportunities, where the skills, knowledge and experience gained overtime can be adequately utilized and enhanced to improve the society.

Am a self-motivated individual with excellent communication and interpersonal skills in search of a satisfying and challenging job that gives clear career prospects of elevation to global levels.

KEY SKILLS

Technical skills

- Computer literacy: Word processing, Excel, Access, Powerpoint, Keyboarding
- Writing reports
- Sign language skills
- Goal setting
- Problem solving skills
- Time Management

PERSONAL SKILLS

- A fast learner with the ability to work under pressure and cope with new challenges
- An efficient and effective communicator who maintains excellent rapport of clients and colleagues of diverse backgrounds.
- Confident hardworking employee who is committed to achieve excellence through effective and efficient organization of events, material and information in a methodological way.
- A team player with strong commitment to sharing knowledge and skills with other team members.

PERSONAL INTERESTS AND HOBBIES

- Reading interesting books and journals touching on topical issues
- Travelling and meeting people from diverse culture
- Watching movies, singing and dancing
- Participating in charity work

WORK EXPERIENCE

STUDIO MEDIA CIRCUIT(JAN 2018 TO DATE)

ADMINISTRATIVE ASSISTANT

Duties and responsibilities

- Greeting clients when they come to the office
- Answering calls and making outgoing calls to clients
- Scheduling meetings and sending our companies profile to potential clients
- Making invoices, quotations and Lpos and sending them to the clients
- Follow up on payments for both our suppliers and for the company
- Participate actively in all our events to the satisfaction of the client
- Collect cards from potential clients during every event
- Coordinate with suppliers on whatever we need for any event early enough to avoid any inconveniences

ACHIEVEMENTS

During my period of working as the administrative assistant I managed to successfully bring my company four major High end Internal clientelle which really did the company good and our company got exposure outside GCC.

That was my major achievement in my two years of working with that company and am looking forward for more in my next company.

ALKOMED ENGINEERING SERVICES COMPANY (JUNE-DEC 2017)

Worked both as an IT assistant and Front Office.

INFORMATION TECHNOLOGY ASSISTANT (IT)

DUTIES AND RESPONSIBILITIES

- Configuring hard wares and Soft wares
- Taking biometrics of new employees

FRONT OFFICE

DUTIES AND RESPONSIBILITIES

- Greet clients and vendors upon arrival and direct them to the appropriate offices
- Answer incoming calls and direct calls as required
- Sorting and distributing mails
- Handling company inquiries
- Schedule meetings and travel for executives
- Collect cards from potential clients during every event
- Coordinate with suppliers on whatever we need for any event early enough too avoid inconveniences

MANSOURI MANSIONS HOTEL/THE COUNTRY CLUB (BAHRAIN)(NOV 2016-MAY 2017)

I worked at Mansouri Mansions Hotel in Adliya as a call center agent

DUTIES AND RESPONSIBILITIES

- Answer incoming calls and respond to customers email
- Manage and resolve customers complaints
- Sell products and place customers orders in the system
- Identify and escalate issues to supervisors
- Provide product and service information to customers
- Research required information using available resources
- Follow up customer calls when necessary
- Other duties as assigned

EDUCATION BACKGROUND

KENYAN SIGN LANGUAGE RESEARCH PROJECT(SEP 2007-NOV 2007)

Certificate of Basic Sign Language

KENYA INSTITUTE OF SPECIAL EDUCATION(K.I.S.E)(DEC 2006-AUG 2007)

Certificate in Kenyan Sign Language

KENYAN SIGN LANGUAGE RESEARCH PROJECT(SEP 2007-NOV 2007)

Certificate of (KSL) Kenyan Sign Language Interpreting

CERTIFICATE IN HOSPITALITY ORIENTATION AND TRAINNG IN FOOD AND BEVERAGE THEORY AND PRACTICAL IN

- Customer service
- Product knowledge
- Integrity and ethics
- Etiquette

ST.THERESAS'S EREGI GIRLS HIGH SCHOOL: 2002-2005

Attained the grade of a C (minus) in the Kenya Certificate of Secondary Education Examination

JUJA ROAD PRIMARY SCHOOL: 1993-2000

Attained 388 marks in the Kenya Certificate of Primary Education

REFEREES(upon request)