

CURRICULUM VITAE:

NAME : NANCY M NDORO.
DATE OF BIRTH : 22ND MAY 1990.
SEX : FEMALE.
NATIONALITY : KENYAN.
CONTACT NO. : 0704 420 090.
NATIONAL ID : 32546807.
MARITAL STATUS : SINGLE.
RELIGION : CHRISTIAN.
LANGUAGES SPOKEN : ENGLISH AND KISWAHILI
EMAIL : **nancyndoro43@gmail.com**

CAREER OBJECTIVES:

- To grow along with well – organized institution, company or company organization, Where I can learn take on additional responsibilities, and contribute as much of my innovative ideas and value as I can to work in competitive and challenging environment that need commitment, self-drive, hard work focus and creativity to share the knowledge that I have so as to make a better place to live in.

PERSONAL ATTRIBUTES:

- ✓ Am a diligent individual who is quick to learn and grasp new skills and concepts, strong interpersonal skills, the value of team work and excellent communication skills am ambitious well organized, self-motivated person who is used to under minimal supervision.

PROFESSIONAL QUALIFICATIONS:

JAN 2016 – MARCH 2016 : **D.S.K Computer College**
Certificate in Computer Packages

2015 - NOV 2015 : **Malindi School of Business**
Diploma in Front Office.

ACADEMIC BACKGROUND:

Feb 2010 – Nov 2013 **Alung'oli Secondary School**
Kenya Certificate of Secondary School

Jan 2000 – Nov 2007 **Mwambani Primary School**
Kenya Certificate of Primary School

WORKING EXPERIENCE:

DEC 2021 TO DATE	ISHA LABELS
Position	Production Supervisor.
2020 TO SEP 2021	NOAS COMPANY EGYPT – CAIRO
Position	Call Representative.
2019 - May 2020	BOX BACK LIMITED
Position	Port Clerk
2018 – 2019	DODWELL TALLY COMPANY
Position	Tally Clerk .
May – Dec 2017	AFRICAN BEAUTY RESEARCH COMPANY
Position	Administrator.
SEP 2016 – APRIL 2017	TRAVELERS BEACH RESORT MALINDI
Position	House keeper.
Jan - March 2015	SMARTAYS ACADEMY MALINDI
Position	Teaching.
Sep – Dec 2014	SAFARI – CONNECT MTWAPA
Position	Sales Lady.

PERSONAL ATTRIBUTES:

- Good communication skills
- Able to work under minimal supervision
- Understanding.
- Committed.

PERSONAL OBJECTIVES:

- Able to work at any given position in an organization.

HOBBIES AND INTERESTS:

- Travelling.
- Reading Novels.
- Attending Missions.
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REFEREES:

1. Chris Greseque Catala,
International Operations Manager,
Naos Marketing,
2. Edwin Gekonge,
P.O Box 97380-80112,
Mombasa, Kenya.
Email: gekonge086@gmail.com
Phone: 0704000305.