

VANESSA WAMBUI KITTIVO

📞: 0708522455

Date of Birth : 06/12/2002

✉: wambuinessie@gmail.com

Gender : Female

📍 : 17858, Nairobi, Embakasi East.

Marital Status : Single

Nationality : Kenya

SUMMARY

Diploma in Purchasing and Logistics graduate from Daystar University with a strong academic foundation. My practical experience as an attachee at the Executive Office of the President has given me valuable insights into office operations and the opportunity to apply my skills in a professional work environment.

With proficiency in Microsoft Office applications, I can handle diverse administrative tasks. My willingness to learn and strong written and verbal communication skills are crucial assets, demonstrating my adaptability and openness to acquiring new skills and knowledge.

WORK EXPERIENCE

May 2023 -
July 2023

Procurement Attachee

Mrs. Rose Wanjohi

Nairobi,
Kenya

- I meticulously verified a variety of documents, enhancing my attention to detail and organizational skills through cross-referencing information.
- I was responsible for comparing quotations, checking for discrepancies, and ensuring adherence to specified criteria.
- I was responsible for systematically registering payment vouchers.
- I was responsible for recording of Authorization letters.
- I took charge of dispatching documents, ensuring timely delivery to intended recipients, and enhancing communication and organizational skills through coordination with various departments.

EDUCATION

September 2021 - Purchasing And Business Logistics - Daystar University

November 2023 Diploma

Nairobi, Kenya.

January 2018 - High School - St. Lucie Kiriri Girls Secondary School

November 2019

Kenya Certificate Of Secondary Education

Kiambu, Kenya.

February 2016 - High School - The Kenya High School
October 2017 High School

Nairobi, Kenya.

January 2006 - Primary School - Carmelvale Catholic Primary School
October 2015 Kenya Certificate Of Primary Education

Nairobi, Kenya.

SKILLS

Knowledge **★★★★★**
Of
Computer
Applications;
Microsoft
Office

Willingness **★★★★★**
To Learn

Good **★★★★★**
Written
And
Verbal
Communication
Skills

HOBBIES

Swimming

Travelling

Reading

REFEREES

Mr. Joseph Munyao

Head of Department
Commerce, Daystar University
- Daystar University
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