

## Doreen Mwende Muriuki

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### Personal Profile

I am a highly dedicated professional with aspiring progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I am looking forward to work in dynamic and challenging environment that will enable me to utilize my skills, excel and contribute towards the organizations growth and development. As an employee of your organization, I would be competent, punctual and most of all ensure that I maintain a positive attitude with clients and fellow employees so as to achieve the set objectives of the organization.

### Education

Jan 2017 to date

**Bachelor of Commerce, Finance Option**

Mount Kenya University

Jan - Dec 2014

**Diploma in Banking and Finance**

Mount Kenya University

Jan 2008 - Nov 2011

**Kenya Certificate of Secondary Education**

Ikuu Girls High School

### Professional Qualifications

- **Jan - May 2012:** Computer Packages at Grafex Computer College

### Skills

- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Interpersonal Skills:** Ability to work in a team, demonstrated ability to build agreement and navigate complex and appropriate frameworks. Ability to develop effective working relationships with other program partners and counterparts.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Flexibility and Adaptability:** I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas.
- **Time Management:** Ability to prioritize work and manage time effectively.
- **Computer competence:** Good command of Microsoft Office tools, word processing the internet and emails.

## Work Experience

July 2015 to date

University Business Centre

**Position:** Store Assistant

**Responsibilities:**

- Fast and courteous customer service.
- Follow all safety, security and loss prevention standards.
- Identification, labeling and storage of store.
- Assist in receiving vendor deliveries, inspect and verify accuracy.
- Assist in posting receipt issues.
- Assist in setting stock levels and reorder levels.

Jan - Feb 2013

Uwezo Kenya

**Position:** Volunteer Data Collector

**Responsibilities:**

- Training in basic research methods.
- Schools and household based data collection.
- Instant feedback to parents, teachers and pupils.

## Additional Information

**Hobbies and Interests**

- Travelling, Socializing

## Referees

Grace Kimiti  
Manager, Business Center University of Nairobi  
Telephone no: +254 722 367 359

Henry Mutembei  
Director, Wangari Mathai Institute University of Nairobi.  
Telephone no: +254 724 857 668

Nelley Gakii  
Business Woman  
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