

GEORGE MUNIU MWANGI

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CAREER PROFILE

- Highly organized and detail-oriented individual with excellent communication skills.
- Seeking a position in customer service or administration where I can use my skills to help customers and support the team.

SKILLS

Customer Service | Excellent written and oral communication skills | Organizational skills | Attention to detail | Highly flexible

WORK EXPERIENCE

Supermarket attendant | Molo Mart Supermarket | June 2022 – to date

- Greeting and assisting customers, this includes answering questions, providing directions to products, and helping customers locate items..
- Stocking shelves, this includes restocking items as they are sold and organizing products to make them easy for customers to find.
- Maintaining a clean store: This includes sweeping, mopping, and cleaning up spills.
- Handling customer complaints: This includes listening to customer complaints and working to resolve any issues they may have.
- Maintaining inventory: This includes tracking stock levels and reordering items as needed.
- Providing customer service: This includes helping customers carry their purchases to their cars, answering questions, and providing recommendations.

Pharmaceutical Packer | Laboratory and Allied Pharmaceutical Limited | Jan 2022-May 2022

- Checking and inspecting raw materials or finished products to ensure they meet quality standards.
- Operating packaging equipment such as filling machines, labeling machines, and sealers.
- Assembling and packing boxes or other packaging materials.
- Maintaining a clean and organized work area.
- Ensuring that all products are properly labeled and meet regulatory requirements.
- Troubleshooting and resolving any issues that may arise during the packaging process.

Mpesa Agent Attendant | Mombasa Road | April 2021-December 2021

- Registering new customers M-PESA and helping them set up their M-PESA accounts.
- Facilitating financial transactions for customers, this includes accepting cash deposits and withdrawals, as well as processing money transfers and bill payments.
- Providing customer support and assistance to M-PESA users, this includes answering questions about the service, helping customers troubleshoot problems, and resolving any issues that may arise.
- Maintaining accurate and up-to-date records of transactions and customer information, this includes keeping track of cash deposits and withdrawals, as well as ensuring that customer information is secure and confidential

Assistant Computer Technician | Sabano I.C. Technologies | August 2019-September 2020

- Installing, configuring, and upgrading computer hardware and software.
- Troubleshooting and diagnosing hardware and software issues.
- Keeping up to date with the latest technologies and developments in the field.
- Providing training to users on how to use computer hardware and software effectively.
- Providing ongoing maintenance and support for computer networks.

EDUCATION

- Certificate in Information Technology | Eldoret Technical Training Institute | 2015-2016
- Advanced Computer Application | Alphax College | 2014-2015

REFEREES

Wilson Mwangi

Director

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