

DIANA NANGAMI
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CAREER OBJECTIVES

To work in an organization that enables me to prepare for my future life and to make me ready to tackle and overcome any difficulty.

To work in a fulfilling environment where I am allowed to grow both personally and professionally.

To Lead the organization to the new next level together with the help of my co-workers and team.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

To be a problem solver who takes on new challenges to improve my skills and abilities.

SKILLS

Computer literate

MS Office, Word And Excel Knowledge

Excellent Typing skills

Audio transcription and video captioning skills

Internet research skills

Online marketing skills

Record keeping

Assisting customers by answering their queries face to face ,through emails,social media platforms and through a phone call.

WORK HISTORY

Pharmacy Assistant(Jul 2021-Dec 2021)

Charisma Pharmacy,Nairobi.

- Operated cash register and front counter tasks to facilitate daily operations
- Received,processed and entered prescription orders in Pharmacy database
- Tracked Pharmacy inventory and reported medication number to lead pharmacist.

Sales Assistant (Jan 2017-Feb 2017)**Home Utensil Company,Nairobi.**

- Researched new sales target and pitched about the company products to the targeted customers.
- Kept record of weekly and daily sales in company database.

EDUCATION**Bachelor Degree ,Nutrition and Dietetics**

Jomo Kenyatta University of Agriculture and Technology (2017-2022)

Kenya Certificate of Secondary Education(K.C.S.E)

Buruburu Girls High school (2013-2016)

Kenya Certificate of Primary Education (K.C.P.E)

Olympic Primary School -(2005-2012)

ADDITIONAL INFORMATION

Virtual assistant providing the following services

- Graphic designer using Canva and Flyer maker
- Data entry clerk on Upwork(Freelancing App)
- Transcriber(convert audio to text) with certification from Ajira Digital Platform

INTERESTS AND HOBBIES

- Cryptocurrency and NFTs
- Article writing
- Digital Marketing
- Singing and watching movies.