

CURRICULUM VITAE

CAREER OBJECTIVES

To work as professional in an organization where I can demonstrate my acquired skills and my personality to contribute positively to the objectives of the organization, while ensuring customers satisfaction as the main priority.

PERSONAL DETAILS

Name: YUMNA JILO HASSAN
Nationality: KENYA
Date of Birth: 31ST DECEMBER 1990
ID No. 29828855
Gender: FEMALE
Marital Status: SINGLE
Languages: ENGLISH, SWAHILI & POKOMO (*Basic*)
Telephone no: +254 723600974
Religion: MUSLIM
Email: yumnajhassan@gmail.com

EDUCATIONAL BACKGROUND

1996 – 2004 - WAA PRIMARY SCHOOL
Kenya Certificate of Primary Education (K.C.P.E)
2011 – 2012 - COAST GIRLS HIGH SCHOOL
Kenya Certificate of Secondary Education (K.C.S.E)

OTHER PROFESSIONAL KNOWLEDGE

Mar. – June 2014
Customer relation and Sales
Certificate in Computer Packgaes
- **Cap Youth Empowerment Institute (Certificate) – Buxton CITC**
2018– To date
Ongoing Diploma of Public Relations and Diplomacy
- **Mt. Kenya University**

ADDITIONAL SKILLS

- ✓ Good in customers Relation and handling
- ✓ Fluent in English and Swahili both writing and speaking
- ✓ Faster learning and can work with minimal or no supervision
- ✓ Multi-tasking abilities and great in team work
- ✓ Good communication skills

WORK EXPERIENCE**Aug. 2014 – Sep. 2014 – GREENLIGHT WORLDWIDE - MSA.****SALES REPRESENTATIVE*****Responsibility***

- ❖ Ensuring that products are sold and targets are met on a daily basis
- ❖ Train upcoming sales representatives and ensure that they meet their target too on a daily basis
- ❖ Ensure that I get feedback from clients on our products

July 2016 – to Date – JUDICIARY.**CLERICAL OFFICER*****Responsibility***

- ❖ Clerical duties

STRENGTH

- Ability to examine situations and giving possible solution to secure, also I play advisory role to both employer and employee in acceptance methods.
- Flexibility in promoting quality service to achieve the mandate of the organization or the company.
- Personal appreciation to team work and the spirit in co-operative, in research on new methods and skills to fit in the competitive marketing.
- To work in an Institution that has many challenges to offer so as to help me acquire more knowledge in various fields

HOBBIES

- Traveling and Socializing
- Reading Novels and Business Adjournments.
- Exchanging Ideas

REFEREES

SAKAYO OTIENO

MOMBASA LAW COURT

P.O Box 90140 – 80100,

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Mombasa

MRS. KIRURITI

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