

# CURRICULUM VITAE

## PERSONAL DETAILS

NAME : SHANICE NTHENYA  
SEX : FEMALE  
NATIONALITY : KENYAN  
LANGUAGES : ENGLISH, KISWAHILI  
CONTACT : +306909970667  
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## OBJECTIVE

My objective is to work with set goals and see through my added efforts and participation as a team player, goals are achieved in the set time in an effective manner.

## SUMMARY

I am responsible, trustworthy, self-motivated individual, fast learner. Ready to work effectively without compromising high standards and work without supervision.

## EDUCATION BACKGROUND

**2010 – 2011 : KENYA POLYTECHNIC UNIVERSITY COLLEGE**  
: Diploma in Sales and Marketing- Grade- Pass

**2009 – 2010 : INTROTECH COMPUTER COLLEGE**  
: Certificate in IT-Grade - Pass

**2004 – 2007 : PEARLGATE ACEDMY**  
: “O” Level- Grade C

**1996 – 2003 : LEADERS ACADEMY**  
: Attained Grade B+

## WORK EXPERIENCE

**Jan 2018 – May 2018 : LIBYA OIL LTD**  
Position : Sales Representative -Lubricants  
**Roles : Marketing Oil Libya**

- Automotive lubricants to auto shops, garages and channeling new volume to distributors.

- Preparing quotations, invoices for new business with clients.
- Organising seminars, roadshows to ensure Oil Libya lubes are available.
- Meeting the monthly target volume of 5000L per month
- Compiling reports, sales pipeline to analyse achievements.

**Jan 2017 – Nov 2017 : DECKO AFRICA LIMITED**

Position : Fibre Consultant

**Roles**

- Identifying ready apartments for fibre connections.
- Registering clients through a set portal.
- Supervising installation.

**Feb 2012 – Dec 2016 : MONTE AUTOSPARES**

Position : Sales Person

**Roles**

- Writing job cards for vehicles.
- Stock taking for the spares.
- Marketing our services online.

**2010 – 2012 : RAA LIMITED**

Position : Merchandiser

**Roles**

- Arranging products in a super marketing
- Cutting orders
- Ensuring no stock out of any products.

**SKILLS & EXPERTISE.**

*IT Support/customer service/Windows pc/people skills/Communication skills/Sales and Marketing/Secretarial /Receptionist /Managerial/ Listening Skills/Motivator/ Teamwork/Flexibility/Oral Presentation Skills/ Content writing Skills /Commercial Skills/Social Media Skills*

**REFERENCES**

1. Martin Muindi

Lubes Manager- Oil Libya

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2. Aaditi Rajpot

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3. James Ombungu

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4. Bernice Weku

HR - Raa Limited

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