

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

Name: JANE NDUTA IKUMU  
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Email: janeikumu@gmail.com  
Marital status: Single  
Nationality: Kenyan  
Languages: English (spoken and written)  
Current location: UAE, Dubai



## **CAREER OBJECTIVE**

- ❖ To be an ambassador of first-class customer care services with strategic support and dynamic, focused and result oriented organization or company.
- ❖ Seek to secure a position that will challenge me to new heights.
- ❖ To Work smart while using my knowledge and experience to achieve an ultimate dream of being in a top managerial position.

## **SKILLS**

- ❖ Ability to work independently with minimal or no supervision
- ❖ Has good communication skills and excellent interpersonal relationship.
- ❖ Adapt well to different atmosphere
- ❖ Quick learner in skills.
- ❖ Hard working, punctual, focused and dedicated person.
- ❖ High level of innovation and creativity while carrying out duties.
- ❖ Open minded with positive approach to change.

## **WORK EXPERIENCE**

### **Position: Procurement Clerk Assistant at Gathura Investment Limited**

JUNE 2023- JULY 2024

#### **DUTIES AND RESPONSIBILITIES.**

- Respond to customers and suppliers' inquiries about order status, changes, or cancellations through email phone calls and WhatsApp messages.
- Use the ERP System to Manage and direct the company's purchases.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.

### **Position: Accounts Payables Clerk at Gathura Investment Limited**

MARCH 2018-MAY 2023.

#### **Duties and responsibilities.**

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Assist with audits (internal Audit)

**Position: Facility Manager at Gathura Investment Limited**

January 2017-Feb 2018.

Duties and responsibilities.

- Finding New Tenants and Handling Tenant Turnover
- Planning cleaning duty roster, dispatching and preparing requisitions for needed cleaning materials
- Collecting Rent and Paperwork
- Marketing Properties
- Handling Repair Tasks
- Maintaining Properties
- Managing Tenant Complaints

**Position: Secretary\Receptionist at Karoba Junior Academy**

April 2011- June 2015

Duties and responsibilities

- Greet and manage customer's inquiries and forwarding important calls to the appropriate department,
- Perform administrative and clerical tasks e.g. typing scanning and photocopying,
- Keep the reception area clean,
- Monitor school supplies and request stocks as needed,
- Maintain an organized record of staff meetings and events.

**PROFESSIONAL QUALIFICATION**

January 2024-April 2024	ST JOHN AMBULANCE Induction & Certificate in First Aid
April 2011-Oct 2014	MOI UNIVERSITY-NAIROBI CAMPUS Degree in Early Childhood and Primary Education
Jan 2009-Aug2010	DEANS TEACHERS TRAINING COLLEGE Diploma in Early Childhood Education
2003-2006	Ndumberi Secondary School Kenya Certificate of Secondary Education

**ACHIEVEMENTS**

- ❖ While working at Gathura Investment Limited I was promoted from being a facility sales Agent Manager to Accounts Payables Clerk then finally to being Procurement Assistant
- ❖ Improved customer/supplier satisfaction by 12% in three months, according to company's quarterly appraisal
- ❖ Maintained customer/supplier retention rate 30% above the company average by timely placing their LPOs and payment made in good time