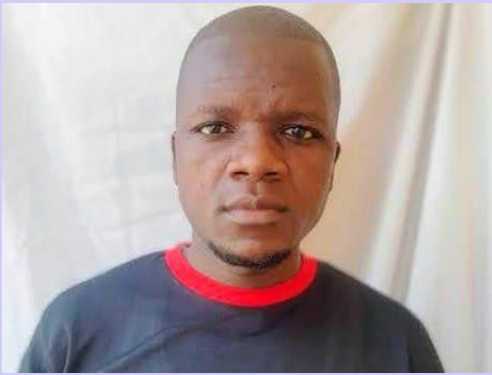




Education

2012-01

Diploma: human resource Institute of commercial

2011-01

Diploma: front office Institute of commercial

2011-01

Diploma: Customer service Institute of commercial

2011-01

K.C.S.E Getai secondary school

2005-01

K.C.P.E Josse primary school

Languages

Kiswahili

English

Personal Information

Gender: Male

Nationality: Kenyan

Ongera2@gmail.com

FRED OGACHI ONGERA

HUMAN REASORCE MANANGENT

To increase required mind of higher profit earning in the organization To work in aspect of increasing experience and improving my talent in field of work Experienced with transaction verification and quality assurance. Utilizes attention to detail to ensure compliance and accuracy in all processes. Track record of effective problem-solving and maintaining operational standards.

09831, NAIROBI, NAIROBI

PROVINCE 47

0712591080

ONGERA2@GMAIL.COM

SKILLS

- Money handling
- Data verification
- Information processing

- Document review
- Error detection
- Accuracy and precision
- Loss prevention
- Deadline management
- Customer service
- User research
- Usability testing
- Wireframing & prototyping
- Project management & leadership

Work History

Double Checker, Naivas

- Company Overview: Through Achievo Limited
- Receiving and dispatch product delivery.
- Record and check quantity and quality of received
- Maintain delivery record
- Submit weekly report

ADMIN ASSISTANCE

Nalvas

- Company Overview: Through Achievo
- Performing administrative functions for operation team
- Reporting to operation manager or human resource manager
- Handling business correspondence
- Ordering office supplies and stationery
- Performing general office or clerical work such as filling materials, all sorts of documents

NAS Airport Service

- Customer care
- Equipment stocks and store
- Food and bar preparation

Induction Courses

- Stocking procedure
- Loss control and prevention
- Understanding of wholesale and retail industry process a payment on the point of sale
- Report writing

Academic And Professional Qualifications

- Institute of Commercial, Diploma in Human Resource, 12/01/12
- Institute of Commercial, Diploma in Front Office. 11/01/11
- Institute of Commercial, Diploma in Customer Service, 11/01/11

Accomplishments

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.