**ELIZABETH ALOUCH NENGO**

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**CAREER OBJECTIVE:**

Build my career at all levels to deliver the best to society and organization so as to meet its goals and objectives aimed at capacity and national development

**PERSONAL PROFILE:**

I am a friendly, outgoing person who gets along with people easily. I am reliable trustworthy, punctual and meticulous. I have the ability to work well as part of a team.

**EDUCATION BACKGROUND**

**2006-2010** Egerton University Bsc Food Science and Technology

**2001-2004** Buruburu Girls: KCSE Exams B + (plus)

**1993-2000** Ndururuno Primary: KCPE Exams 504 marks

**SKILLS**

Institute of Advanced Technology (2005)

* **Certificate in Microsoft Office**
* **Computer application packages**

**WORK AND PROFFESSIONAL EXPERIENCE**

**2006 –current**

**Online Translator/ captioning,** SWAHILI > ENGLISH

**Online transcriber** SWAHILI AND ENGLISH

**Telephone interpreter** SWAHILI > ENGLISH

**Companies worked for**

**upwork, Appen Buttler hill, Universal language solution and Freelancer.com.**

**2014 January – 2015 July**

**Commercial Bank of Africa:** the largest privately owned Kenyan **bank**, whose primary focus is Corporate and Institutional Banking.

**As a business consultant my key responsibilities included**:

* New customer acquisitions in both asset and liability.
* Generate new business from existing customers in assigned territory.
* Establish new Personal Banking business relationships with employees of Corporate, SME & InstitutionalBanking customers.
* Ensure 100% participation in product promotional activities, customer events and scheduled product clinics.
* Assist in identifying customer needs not met by existing products and the implementation of new products and services. Keep abreast of the rapid pace of product development to be able to sell new products.
* Assist in the organization and participate in Public relations activities and sponsorships that aim to improve CBA’s brand image in the market.

**2012 December-2013 December**

**Kenya Commercial Bank**: the largest bank in Kenya, offering the widest service coverage and has expanded beyond Kenya's borders.

**As a Team Leader in Sales my responsibilities included:**

* Allocating sales tasks to sales representative on a weekly basis.
* Ensuring the performance of the sales representative is of a high standard and compiling sales Report to management on a weekly basis.
* Organizing training and team building for sales representative.
* Discussing and resolving problems and Carrying out performance reviews on quarterly basis.

**2011 April-2012 November**

**Kenya Commercial Bank**

**As a Direct Sales Representative my responsibilities were:**

* Deliver set Sales targets in asset and liability for; SME, Personal Banking, Advantage, Agent banking and Micro Finance products.
* Provide excellent customer service.
* Participate in product campaigns to ensure product information is readily available to customers by conducting door-to-door direct selling.
* Seek customer feedback on bank products and providing regular Sales reports.

**June - August (2009)**

**Proctor and Allan (EA Ltd):** a company that provides its customers with high quality products that are nutritious. This company is committed to building long term growth in volume and profit giving the customer value for money.

**As an Intern my main responsibilities included:**

* Learning production processes in a step by step manner.
* Participating in Lab Analysis of products.
* Following through on raw material procurement.
* Store keeping, sales and marketing,

**HOBBIES**

* Traveling, hiking and camping
* Reading journals and motivational books
* Children related voluntary activities

**REFEREES**

Charles Opiyo Arunda,

**Kenya Commercial Bank,**

**Sales Manager,**

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Alice Shiluli Namtosi,

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