

Sherry Nekesa

Sale Associate/ Office Assistant

United Arab Emirates
Dubai

+971588259413
sherryneks@gmail.com

Skills

Inventory supervisory
Attention to details
Interpersonal skills
Flexible and adaptable
Ms Office
Multitasking Abilities

Education

KCA UNIVERSITY/ Accounting Technician Certificate

July 2007 - November 2009 Nairobi
Kenya

Naaro High School/ High school Diploma

Feb 2001 - November 2005, Muranga
Kenya

Zabeel Institute of Professionals/ VAT

MAY 2021 - OCT 2023, DUBAI United Arab
Emirates

ACE IT Training Institute/ Spreadsheet Management

October 2023 - Present, Dubai

On job Training

Commis
Fire fighting
Safety standards
First Aid

Dedicated professional with successful experience in fast-paced office settings and retail stores. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

Experience

Rivoli. Email Marketing Associate(Remote job)

October 2023- to Present, Dubai

- Planning, executing, and optimizing end-to-end email marketing campaigns.
- Managing email databases, crafting engaging newsletters, and leveraging web technologies to drive sales growth.
- Manage large amount of inbound calls

Super Star Concierge. Commis

May 2021- August 2023, Dubai

- Preparing meal ingredients for the cook, which included washing, peeling, cutting, and slicing ingredients
- Properly washing and drying all dishes, utensils, cooking instruments and cutting boards
- Neatly putting away all utensils, cooking instruments, dishes, and cutting boards in their respective places
- Removing garbage, replacing garbage bags, and washing garbage
- Placed orders to restock items before supplies ran out.
- Obtained fresh, local ingredients to improve dish flavors and limit grocery costs.
- Signed for deliveries, checked items into inventory and stocked goods into proper locations.
- Assisted other chefs with ingredients preparation in support of recipes designed by the head chef.

Brand For Less Store. Retail Sale Associate / Customer Service

October 2018 - July 2021 Abu Dhabi United Arab Emirates

- Answered questions about store policies and addressed customer concerns.
- Monitored sales floor and merchandise displays for presentable condition, taking corrective action such as restocking or reorganizing products.
- Greeted customers and helped with product questions, selections, and purchases.
- Maintained a clean sales floor and straightened and faced merchandise.
- Helped customers complete purchases, locate items, and join reward programs.
- Balanced and organized cash register by handling cash, counting change, and storing coupons.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.
- Used POS system to process sales, returns, online orders, and gift card activations.
- Monitored customers for signs of security concerns and escalated issues to management.

Del Monte Foods/ Department Administrator

October 2010 - Feb 2017, Thika Kenya.

- Was in charge of Cash control and Payroll Management for 120 employees in the department.
 - Paying all expenses and other company bills through cash and cheques
 - Created purchase orders and tracked invoices to avoid missed or delayed shipments.
 - Assisted with budgeting and financial management to keep the office operating within budget.
 - Answered and managed incoming and outgoing calls while recording accurate messages for distribution to customers.
 - Reconciling all cash in hand and other daily or Monthly transactions.
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