

# JOYCE WAMBUI NJENGA

Administrator

Date of Birth: 20<sup>th</sup> July 1998,

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## **OBJECTIVE**

To secure a challenging position in a reputable organization to utilize and expand my learnings, knowledge and skills.

## **PROFILE**

A dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concepts to completion and coaching individuals to success, skilled in building cross-functional teams, demonstrating exceptional communication skills and making critical decisions during challenges. Adaptable and transformational leader with ability to work both independently and as a team, creating effective presentation and developing opportunities that further establish organizational goals.

## **EDUCATION AND QUALIFICATIONS**

May 2018 – July 2019: Diploma in Secretarial studies, distance learning.

May 2017 – November 2017: Certificate in Secretarial studies.

January 2017 – April 2017: Certificate in computer packages.

## **WORK EXPERIENCE**

**February 2020 to date - Administrator**

**Japaneul Auctioneers limited**

### **Responsibilities**

1. Handling administrative matters including screening calls, planning meetings and composing documents.
2. Assist with payroll and daily business transactions.
3. Assist other staff with a variety of investigation tasks like market price of commodities, and existing vendors.
4. Gathering, inspecting and appraising items for auction.
5. Peg starting bid price for items auctioned.
6. Organize for vehicle inspection and valuation.
7. Sell items put up for auction, announce each bid that comes in, and manage the overall bidding process on behalf of the auction house.
8. Check the credentials of a buyer, coordinate deliveries from a dealer, appraise items, describe the merchandise in a way that encourages the bidding, and ensure the momentum of an auction continues.
9. Maintain database of bids and their outcomes and initiate contact with potential clients about possible supply deals.
10. Gathering intelligence from entrepreneurs who previously supplied goods to a specific client so as to decide on the favorable price estimate.
11. Perform other tasks as they come.

### **Responsibilities**

1. Receiving and directing visitors
2. Filing documents and typing preparing and collating reports.
3. Handling the switchboard, while making and receiving calls on behalf of the executive.
4. Receiving and sorting mails.
5. Attending meetings and writing minutes.
6. Photocopying, printing and scanning of documents.
7. Supervising the junior secretarial staff.
8. Booking appointments for the executive.
9. Making travel and accommodation arrangements for the executive.
10. Keeping the executive's diary.
11. Handling the petty cash and processing the purchase orders.
12. Basic accounting roles and clerical ones like being sent to the bank and statutory bodies occasionally.
13. Any other duties as may be assigned.

### **SKILLS**

- People management
- Emotional intelligence
- Judgement and decision making
- Service orientation
- Cognitive flexibility
- Negotiation
- Critical thinking
- Business acumen

### **REFEREES**

Referees will be provided on request.