

# Curriculum Vitae

LORNAH NAFULA

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## CAREER OBJECTIVE

To serve a dynamic career where there is room for the utilization of my potential and abilities towards the achievement of a specific goal

## PERSONAL OBJECTIVE

To engage my experience and skills towards the best of my delivery

## SKILLS

- **Team Work**
- **Problem Solving**
- **Good communication skills**
- **Leadership in executing roles**

## HOBBIES

- **Networking**
- **Reading motivational book**

## ACHIEVEMENTS AND SHORT COURSES

- Computer packages
- Employability training at Shofco (shining hope for communities)

## REFERENCES

### CORNELIUS BARAZA

Production Manager: Timer Publisher  
Contact: 0725321500

### SAMUEL NGARE

Manager: Denali Solutions  
Contact: 0797082699

### DEDAN WANJIRU

ELECTRIC ENGINEER  
Contact: 07256654191

## EDUCATIONAL TRAINING

### Kenya Institute of Management (2013-2014)

Certificate in Management

### MAENI GIRLS HIGH SCHOOL

2007 - 2010

Kenya Certificate of Secondary Education

### KIMINGICHI AIC PRIMARY SCHOOL

1998- 2006

Kenya Certificate of Primary Education

## WORK EXPERIENCE

### (2021 - 2024: ) Customer Service: Onea Salon

Duties and Responsibilities

- Providing information on services, prices, and salon policies.
- Managing appointment schedules and confirming appointments.

### (2017 - 2020: February to April)

#### Customer Service: Creative Nail Design

Duties and Responsibilities

- Responding to customer inquiries and complaints
- Receiving customers and ensuring that get a smooth run
- Providing relevant information to clients
- Keeping client information safe

### (2017-2017: February to April)

#### Accounts Assistant: Timer Publisher

Duties and Responsibilities

- Receiving cash after sales services
- Receiving Orders and Issuing Invoices to customers
- Keeping Record and track of customer information
- Receiving and making calls to customer

### (2013 - 2017: February to April)

#### Cleaner: Cat-Clean Care Services Company

Duties and Responsibilities

- Ensuring cleanliness and tidiness of the assigned place of work
- Ensuring work stations are well arranged and cleaned.
- Offer necessary assistance to staff where need be