

Resume: Noctar Omondi

Personal Information

Title(Mr/Mrs/Dr/eng) Mr

First Name Noctar

Last Name Omondi

Email Address noctaromondi@gmail.com

Cell 0742064827

Nationality Kenya

Gender Male

Current Employer

Area of practice Computer Consulting Services

Employment Type Full-Time

Tags

Current Salary

Desired Salary 45,000-50,000

Curriculum Vitae

Certificates and Transcripts

Letter of Motivation

Add Address

Address

Address 00100

City Nairobi

Education Profile (Academic/Professional Qualifications)

Education

Institute Egerton University

Certificate Name Degree in Procurement and Supply Chain Management.

Study Area Nakuru

Date to 09/25/2017

Date From 07/22/2022

Work/Employment Background

Employer

Employer Name Eloise Creative Limited

Position Procurement and Administration Officer.

From Date 03/20/2023

To Date 11/20/2024

Phone 0742064827

Address 00100

City Nairobi

Skills

Skills Executive Administrative Support, Calendar Management and Scheduling, High-Profile Meeting Coordination, Document Preparation and Presentation, Minutes Taking and Action Tracking, Stakeholder Engagement and Communication, Confidentiality and Discretion, Proficiency in Microsoft Office Suite and SharePoint.

Languages

Language

Language Name English

Language

Language Name Swahili

Statement of Faith (* Required for AGC Tenwek Applicants)

Statement of Faith

Applicant Declaration