

Wesley Reagan Okoth

wesleyreagan15@gmail.com



*An independent and self-motivated individual
Passionate about making a difference and
standing out wherever I am. Seeking a
challenging career with a progressive
organization that provides opportunity to
capitalize on my skills and abilities.*



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UAE, Dubai



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WORK EXPERIENCE

FRONT DESK REPRESENTATIVE

TBLDC CONSULTANTS FZCO

6/2021-11/2021

DUBAI, UAE

Achievements/Task

- Greet and welcome guests
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files

SALES ASSOCIATE

SAFARICOM PLC

10/2018-02/2019

NAIROBI, KENYA

Induction of Lipa Na Mpesa Accounts and Paybills Sales of zidisha internet bundles

Achievements/Task

- Call on business owners in an assign territory to enroll them in a comprehensive congressional transaction program.
- Set, manage, and maintain merchandise presentation planner (MPP) and plan-o-grams.
- Research and identify market area in under develop territory through cold calling of potential customers.

COMPUTER TECHNICIAN

JKUAT INDUSTRIAL PARK LIMITED

05/2019 – 08/2019

JUJA, KENYA

JKUAT Industrial Park is the key vehicle providing infrastructure that supports growth into SMEs for today's global economy. In the context of institutions of higher education, JKUAT has the mandate of training, research and innovation.

Achievements/Task

Ensuring all the devices are well assembled and software needed installed being the core of

- Maintaining relationships with my colleagues and the organization by providing supported information and documentations as well as recommending new opportunities and trends for service improvements.
- Remaining on track with all company standard trainings and documentations.

EDUCATION

Associate Degree in Information Technology

Jomo Kenyatta University of Agriculture and Technology

03/2018- 04/2022

JUJA, KENYA

Kenya Certificate of Secondary Education

High school 'o' level certificate

Chianda High School

2014-2017

SIAYA, KENYA

License and Certification

CCNA – Introduction to Networks

Jomo Kenyatta University of Agriculture and Technology

02/2020

Introduction to CCTV Systems & AutoCAD Layouts.

Alison

03/2022

SKILLS

- Active listening
- Communication
- Customer service
- First Aid
- Leadership
- Management skills
- Problem-solving
- Time management

COMPETENCIES AND ATTRIBUTES

- Personable individual whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in a multicultural environment.
- Energetic personality consistently praised for my passion for work and upbeat, positive attitude and teamwork approach.
- Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts and ability to handle conflicts.

LANGUAGES

English *Fluent*

Swahili *Fluent*

❖ *References: Available upon request*