

Vivian Kemboi

SALES AND MARKETING AGENT



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Nairobi, Nairobi Area, Kenya, Nairobi, Kenya



LINKS

LinkedIn:

<https://www.linkedin.com/in/vivian-kemboi-918243201?>

SKILLS

Microsoft Excel

Sales

Microsoft Office

Email Marketing

Sharpening

customer service

LANGUAGES

English

ABOUT ME

Highly motivated and purpose driven individual with passion in marketing and sales. I am a fast learner and open minded person who is interested in trying new things and gaining relevant experience that will enable me advance professionally. I believe knowledge is key and therefore am focused in sharpening my skills and learning as much as I can from every experience.

WORK EXPERIENCE

Lead generator/Marketer

Staxo Group / London / Aug 2023 - Present

Generating leads for potential clients to Staxo group.
Conduct customer research and maintaining lead generation database.
Contact prospects through cold-calling and emailing to qualify leads.
Providing relevant information and advice, identifying the needs to customer and providing the right solution.
Preparing and delivering proposals to prospects.
Setting up client meetings.

Receptionist

Ochieng', Achach Kaino Advocates / NAIROBI / Jan 2022 - Sep 2022

- Respond to client's needs and enquiries through phone calls and emails.
- Assist advocates in arranging files, documents and maintaining an organized filing system.
- Welcome clients, enquiring about their needs and give them further direction.
- Managing delivery of legal and court documents.
- Scheduling client-advocate meetings.

Marketing Agent

Nairobi / Oct 2020 - Dec 2020

- Marketing the wholesale shopping App to potential customers and attained 60% conversion rate.
- Training customers on how to use the app.

Sales and Marketing Agent

Nairobi / Jun 2021 - Dec 2021

- Finding potential clients through google search and advertisements.
- Tele-marketing and email marketing of cleaning equipment to clients.
- Taking clients through the process of how specific equipment works.
- Recommending the best and most reliable equipment to customers depending on their needs.
- Setting up client meeting and negotiating the final pricing and payment process with the client.

- Following up the whole purchase process of the client till completion and providing assistance where necessary.

EDUCATION

Masters in Digital marketing

Max business school

Bachelor of Science

South Eastern Kenya University / Nairobi / 2021

Certification

Robben institute / Online / 2023

Got an online training and certification in Customer service VA.