

PURITY MUTHONI BENJAMIN

Warehouse Associate | Order Picker | Shipping & Receiving

Kenya | +254 707 465 362 | purithenjamin@gmail.com

PROFESSIONAL SUMMARY

Reliable and detail-oriented professional with experience in inventory-related record keeping, customer service, cash handling, and administrative support. Demonstrated ability to work efficiently in fast-paced environments, maintain accuracy, meet deadlines, and follow procedures. Seeking a Warehouse Associate position in Canada where strong organizational skills, teamwork, and a commitment to safety can contribute to operational success.

CORE SKILLS

Inventory Control • Order Picking & Packing • Shipping & Receiving • Stock Replenishment • Documentation & Record Keeping • Quality Checks • Teamwork • Time Management • Customer Service • Microsoft Office • Workplace Safety • Attention to Detail

PROFESSIONAL EXPERIENCE

Account Clerk | Watamu Safaris Tours & Travel Ltd | 2020–2021

- Maintained accurate records and documentation.
- Processed transactions with a high degree of accuracy.
- Supported daily operations and administrative workflows.
- Handled customer inquiries and resolved issues professionally.

Account Clerk | Lily Palm Resort | 2018–2020

- Managed financial and operational records.
- Worked effectively in a busy, deadline-driven environment.
- Provided customer support and coordinated routine operations.

Boutique & M-Pesa Attendant | Yellow Shop | 2018

- Handled daily transactions and reconciliations.
- Assisted with stock organization and inventory monitoring.
- Maintained clean and organized work areas.

Administrative Intern | NSSF Malindi | 2017–2018

- Supported records management and document filing.
- Assisted with office administration and data entry tasks.

EDUCATION

Diploma in Business Management – Mt. Kenya University

Certificate in Business Management – Mt. Kenya University