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APPLICATION FORM - NEW REGISTRATION

NOVEMBER-2014

Profile Score



Recent Photograph		Date <u>29/Nov/2014</u>		CV No <u>96552</u>	
Profession / Specialty		<u>Hostess / waitress</u>			
Industry / Projects		<u>Hospitality Industry</u>			
Nationality	<u>KENYAN</u>	Place of Birth / City of Origin	<u>KENYA</u>		
Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion	<u>Christian</u>	Birth date (DD-MON-YEAR)	<u>09-05-1983</u>		
Languages	Mother Tongue <u>Kiswahili</u>	Other Languages	<u>ENGLISH</u>		
Qualification	<u>Certificate in Pharmacy and technology</u>				
Gulf Experience	<u>2</u> Years <u>4</u> Months	Total Experience	<u>2</u> Years <u>4</u> Months		
Gulf Driving License	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date	<u>D 09 M 09 Y 2015</u>	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status	<input type="checkbox"/> Employed back in Home Country <input checked="" type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	<u>1,500 Kshs.</u>	Value	Last Salary Verified	<input type="checkbox"/> Offer Letter	<input checked="" type="checkbox"/> Contract
Expected Salary	<u>5,000 Kshs.</u>	Value	<input checked="" type="checkbox"/> Salary Increment Letter	<input type="checkbox"/> Pay Slip	<input type="checkbox"/> Statement
How much notice period you will need to join new position? <input type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input checked="" type="checkbox"/> 1 Month <input type="checkbox"/> _____					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
What is the reason for your Job Search? <u>Am looking for a place that can help me to grow</u>					
How many jobs you have applied so far? <u>several</u>			How many interview calls you have received so far? <u>non</u>		
What is your talent? Describe in detail. <u>Singing + can be able to compose a song and sing it from my own words.</u>					
PCL Certificate		Gulf Experience	<u>1</u>	High Academic Scores - Mark Sheet	<u>1</u>
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	
IT Literacy	<u>1</u>	Arabic Proficiency		On Job Training Certificates	<u>1</u>
				IELTS Proficiency	
Bonus Score	<u>1</u>	+ Gulf Score	<u>1</u>	+ Education Score	<u>2</u>
Based on documents verified by our HR Assistants the candidate has achieved total score points of					= Total Score
					6

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978



My Career Objective:

Obtain a challenging position by applying creative problem solving and learn management skill with a growing company, to achieve optimum utilization of its resources and maximize profits

EMPLOYMENT RECORD:

Company profile:

Holiday inn -is a multinational brand of hotels, formerly an economy motel chain forming part of the British -based Intercontinental Hotels Group)it is one of the world's largest brand hotel chains.

Hostess/ waitress- lobby lounge

July 2012 up to date;

Responsibilities:

- Maintain effective communication with all related departments to ensure a smooth service delivery.
- Operation of the lounge with specified standards through proper coordination of stuff, product and equipment to achieve sales profit and customer satisfaction.
- Implements on seasonal promotion for local marketing reservations.
- Generally recommend and implement upon approval short and long term plans objectives to upgrade and enhance lounge operation and stat to achieve maximize sales and profit.
- Inventory monitor storage systems and facilities stock handling, portioning handling and distribution wastages and losses.
- Routine equipment calibration, sanitations cleanliness and repairs.

- Practice good customer relations and attend to customer complaints /queries satisfactorily.
- Check with the guests to ensure they are enjoying their hospitality.
- Receive cash, credit and debit card payments record the payments using micros and provide change to the guests.
- Correctly post all sales.
- In case of cash payments, ensure to receive and return accurate amount.
- Arrange all side station.
- Maintain a clean and orderly lounge during service.
- Prepare a requisition for all items necessary to bring the lounge inventory back to per stock levels after service.
- Achieved 30% growth in sales and customer service.

Company Profile:

RAGIA BOTIQUE(KENYA); This is a fast growing Fashion & footwear enterprise renowned for its signature range . It is a Fashion boutique specializing in high quality fashion and yet affordable Ladies collection sourced from high street uk department stores.

Assistant manger. Dec 2008 -2011

Responsibilities:

- Ensuring that the team offers excellent customer service and dealing with customer complaints effectively and promptly.
- Maximize sales promotion and brand activities, through effective planning and preparation to meet sales targets.
- Ensure goods received into and dispatched from store are checked and discrepancies are resolved.
- Ensure accurate and timely reconciliation of tills, floats and petty cash.
- Ensure the store is merchandised commercially and visually to the brands standards.
- Analyze available data, prepare and submit reports to the store Manager, relating to sales figures, promotional activities and customer feedback.
- Develop an annual strategy for the store to meet sales targets, develop the team and increase business in conjunction with the store manager.
- Manage the PoS system, including amendments, trouble shooting and error logging

- Delegating to the team, monitoring their performance to achieve store targets.

ACADEMIC PROFILE:

May 2005-march 2007

**Kabete technical Training Institute
Certificate of Pharmacy and technology.**

feb 200-Nov 2003

**Gataragwa Girls High school
High School Diploma**

Training and short courses Taken:

life skill promotion
Psychological counseling
Certificate in information technology.

PROFESSIONAL ATRIBUTES:

- Strong Leadership skill
- Strong communicator
- Keen on details
- Team player
- High organization skills
- Quick learner and easily adapts to new environments

PERSONAL INFORMATION:

DATE OF BIRTH: may 09 1983

NATIONALITY: Kenyan

LANGUAGES: English, Swahili

HOBBIES AND INTRESTS:

- Watching performing arts
- Listening to music
- Dancing
- Reading
- Painting
- Socializing
- Travelling

Referees upon request