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**238983@gulfjobseekers.com**

**Nationality**  :      Rwandan.

**Date of Birth** :       November, 24th 1990.

**Gender** :      Female.

**Religion**  : Christian.

**Marital Status** :       Single.

I am a highly motivated person, hardworking, focused and work with minimal supervision. I can communicate efficiently and work in any environment ensuring maximum productivity and satisfaction to my Employer. I believe in hard work and I am determined to achieve the best.

**KEY SKILLS**

* Creative thinking; ability to think outside the box and strategically while keeping an eye on details.
* Excellent interpersonal skills and a good team player.
* An active listener and always ready to learn and acquire new skills.
* Excellent analytical skills.
* Good presentation skills.
* Good negotiation skills.

 **PROFESSIONAL QUALIFICATIONS:**

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| **YEAR** | **COURSE/WORK** | **INSTITUTION** |
| November 2014June 2014 | Tour ConsultantFunctions: planning of tour schedules for groups and conferences organize and accompany clients on tours to a wide variety of overseas or local locations and administrative functions.Acting Administrative Assistant to the Head of Tourism and Conservation Department**Functions**: Welcome visitors and directing them to the concerned staff.Perform and coordinate office's administrative activitiesPlan and schedule meetings and appointments for the head of department.Stored and retrieves information for staff and visitorsWrote minutes of the meetings held by my departmentMade follow up on the department projects and writing the weekly reportPrinting, scanning, photocopying documents necessary for the division managersReceiving calls and making calls to various institution as directed by the head of departmentForwarding emails to respective division managers | Songa Africa, Tourism CompanyRwanda Development Board(RDB) |
| December 2013 | Product Development and Planning Internship in Tourism and Conservation Department. | Rwanda Development Board(RDB) |
| August 2013 | Waitress /Customer service experience**Functions**: Greet customers and seat them according to their preferences • Offer welcome drinks and beverages • Offer appetizers and alcoholic drinks • Take orders and provide information about menu items • Suggest menu items when requested by the customer • Relay patrons’ orders to the kitchen • Ensure that the order is prepared according to the menu • Ensure order quality and quantity prior to serving • Serve meals and side dishes • Deliver food carts to designated areas • Ensure that continued service is managed during the course of the meal • Keep a constant eye on the table to gauge needs and fulfill them immediately • Total customers’ check and take it to them • Accept payment in cash and credit card • Clear table and clean table tops • Change table cloths and clear dishes and flatware • Carry dishes and flatware to the kitchen • Ensure that all tables replenished with eating dishes • Collect menus at the end of the shift | Classic Hotel |
| September 2012 | Diploma, Travel and Tourism Consultant-Air fares and ticketing-General knowledge | IATA Institute of Training and Development |
| February 2012 | Computer Applications :Ms-windows, Ms-word, Ms- Excel, Ms- Access ,PowerPoint, Internet, Microsoft Outlook, Photoshop, Typing | Arknet Computer College |
| February 2012 | Certificate, Tourism and Travel - Consultant level-Air fares and ticketing-Tourism General knowledge | Unity College of Professional studies |
| July 2011 | Certificate, Tourism and Travel - Foundation level-Air fares and ticketing-Tourism General knowledge | Unity College of Professional Studies |
| June 2011 | Certificate, Spanish Language | Unity College of professional Studies |
| December 2010 | Certificate, Cabin Crew- Customer service ,Aircraft safety regulations | Unity College of Professional Studies |
| November 2008 | Kenya Certificate of Secondary Education (KCSE)Grade: C | Hospital Hill High School |
| November 2004 | Kenya Certificate of Primary Education (KCPE)Grade: B- | Kongoni Primary School |

**HOBBIES**

Traveling, Socializing, Singing, Swimming, Dancing, Listening to music and Hiking

**ADDITIONAL ACHIEVEMENTS AND CERTIFICATIONS**

**-**Participated in the visitor expenditure survey held at the Kigali International Airport in January 2014 by the Statistics Division, Tourism & Conservation Department, Rwanda Development Board.

-Participated in African Development Bank conference hotline for a meeting which was held in Kigali, Rwanda in May 2014.

-Attained Internship Certificate from Rwanda Development Board.

-Attended training and attained a certificate in Agritourism and Entrepreneurship in Kitabi College Conservation and Environmental Management (KCCEM) of in June 2014.

**CERTIFICATION**

I, do hereby certify that the above statements in this curriculum vitae are true, complete and accurate, and based on all the information of which I have any knowledge of. Furthermore, I authorize the release of any information from my records for the benefit I am seeking. Any further details are available on request.