**OBJECTIVE:**

To attain a position where I can utilize my current skills to provide quality customer service in the hospitality industry.

**WORK EXPERIENCE**:

**Year June 2009 to Present Commis II**

Crème Dela Crème Restaurant

Dubai

**DUTIES AND RESPONSIBILITIES:**

* Hires, trains and supervises the work of food and pastry production staff.
* Schedules and coordinates the work of chefs, commies, and other kitchen employees to ensure that food preparation is economical and technically correct.
* Conducts regular physical inventories of food supplies, and assesses projected needs; orders all food and supplies for catering operations.
* good hygiene and health and safety at all times
* Preparing ingredients for the team
* Ensuring Measuring dish ingredients and portion sizes
* Helping with deliveries of stock

**Year August 1999 to 2008 Pharmacy Assistant**

Kenya

**DUTIES AND RESPONSIBILITIES:**

* Receive written prescription or refill requests and verify that information is complete and accurate.
* Maintain proper storage and security conditions for drugs.
* Answer telephones, responding to questions or requests.
* Fill bottles with prescribed medications and type and affix labels.
* Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information
* Checking the stock and making purchase orders etc

**Year June 1997 to 1999 Pharmacy Assistant**

Micro Care Clinic

Kenya

**DUTIES AND RESPONSIBILITIES:**

* Filling medication orders including measuring, mixing, packaging, labeling and delivering drugs.
* Managing inventory, including monitoring, re-stocking, expired products and inventory management.
* Receiving written prescriptions and inputting prescriptions into the computer system.
* Filing the prescription brought by patients.

**Year June 1995 to 1997 Field Salesman**

Cedar Pharmaceuticals

Kenya

**DUTIES AND RESPONSIBILITIES:**

* Making appointments to see existing and potential clients
* Presenting products to doctors, pharmacists and other clients
* Persuading clients to buy your company's products
* Providing an after-sales service
* Attending medical conferences and seminars
* Keeping records of sales and customers
* Reporting information back to head office about customer needs

**Year June 1994 to 1995 Salesman**

Apec Pharmaceuticals

Kenya

**DUTIES AND RESPONSIBILITIES:**

* Persuading clients to buy your company's products
* Presenting products to clients
* Achieving the target
* Worked in different products like consumer and cosmetics etc

**Year 1992 to 1994 Customer service Assistant**

Kenya Wildlife Service Restaurant

Kenya

**DUTIES AND RESPONSIBILITIES:**

* Welcoming the guests with a good smile.
* To take orders quickly and efficiently ensuring customer’s needs are met.
* Ensure that all tables are adequately set up at the beginning of each day.
* To ensure that all spillages/breakages are dealt with immediately with the minimum of fuss and re-assure the customer at the same time sympathetically.
* To maintain a neat, tidy and well groomed appearance at all times.

**EDUCATIONAL QUALIFICATION:**

**Year 2003-2003 Certificate in OTC Patient**

Kam School of Health and Beauty

Kenya

**Year 2001-2002 Certificate in Pharmacy and Technology**

British Overseas Institution

Kenya

**Year 1990-2000 Certificate in Sales & Marketing**

Vision Global Institute

Kenya

**SEMINARS ATTENDED:**

* Attended seminar of Assistants course in Helminthes Eradication in Jansen Pharmaceuticals

**PERSONAL ATTRIBUTES:**

* Good interpersonal skills.
* Efficient and good presenter.
* Excellent money management skill.

**PERSONAL INFORMATION**

**NATIONALITY** : Kenyan

**CIVIL STATUS** : Married

**LANGUAGES SPOKEN** : English and Swahili



**Gulfjobseeker.com CV No:**

1460880