**CURRICULUM VITAE**

**Personal Data:**

**Nationality:** Kenyan

**Gender:** Male

**Marital Status:** Single

**Language:** English, Swahili.

**CAREER OBJECTIVE**

Seeking a challenging and rewarding career opportunity with a progressive organization, where I can use my skills and grow as an individual, to maximize the potential of the resources that are availed to me and to effectively carry out my part as a team player in order to achieve the company’s goals.

**PERSONAL CHARACTER**

Self-driven, result oriented, high level of integrity and commitment, I can work under minimal supervision and I am flexible. In addition, I possess a positive attitude, and good computation skills. Am also ready to learn new skills knowledge and work.

**WORK EXPERIENCE**

**March 2014 to October 2015**

**Thika (Kenya)**

**Position: Waiter**

*Duties & Responsibilities*

* Greet customers and seat them according to their preferences.
* Offer welcome drinks and beverages.
* Fill water glasses and refill beverages.
* Offer appetizers and alcoholic drinks.
* Take orders and provide information about menu items.
* Relay patrons' orders to the kitchen
* Ensure that the order is prepared according to the menu.
* Serve meals and side dishes.
* Keep a constant eye on the table to gauge needs and fulfill them immediately.
* Total customers' check and take it to them.

**KEY SKILLS ACQUIRED**

* Solid experience working proactively within teams and leading teams, ensuring optimized and timely services.
* Strong attention to detail with proven ability to quickly learn all aspect of new menus and specialties.
* Reputation for putting guests at ease and maintaining composure in stressful situations.
* Solid experience working with people from different cultures and backgrounds.
* Maintaining compliance to all Health and Safety standards.

**January 2012 to November 2012**

**Equity Bank - (Kenya)**

**Position: Teller**

*Duties & Responsibilities*

* Process routine account transactions.
* Open accounts, including savings and checking
* Help customers fill out deposit and withdrawal slips
* Validate the deposit slip and stamp it by machine
* Check for photo identification.
* Handle loan payments and cash checks
* Sell travelers checks and money orders
* Promote bank products.

**2010 to 2011**

**Computer Services**

**Netstop Computers –(Kenya)**

*Duties and Responsibilities*

* Installing and configuring computer hardware, software, systems, printers and scanners.
* Planning and undertaking scheduled maintenance upgrades.
* Talking to clients and computer users to determine the nature of problems.
* Investigating, diagnosing and solving computer software and hardware faults.
* Maintaining records of software licences.
* Providing computer services including typesetting and graphics.

**2007 to 2009** **(Kenya)**

**St. Charles Lwanga Secondary School**

**Peer teaching program**

* Teaching high school subjects - Mathematics, Chemistry and physics
* Guiding and counseling.

**EDUCATION PROFILE**

**PROFESSIONAL BACKGROUND**

**2009-2013 JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (Kenya)**

Degree - BSc (Science) - MATHEMATICS AND CHEMISTRY

**2008 and 2009 EXCEL INSTITUTE OF PROFESSIONALS (Kenya)**

Accounting (Section 1 and 2)

**BASIC EDUCATION**

**St. Lawrence Academy**

Kenya Certificate of Primary Education

**Njiiri School**

Kenya Certificate of Secondary Education

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