**CURRICULUM VITAE **

**Date of Birth:** 18TH NOVEMBER, 1989

**Nationality:** Kenyan

**Marital Status:** Single

**Profession:** Hospitality

**Availability:** Immediately

LARRA

LARRA.334204@2freemail.com

CAREER OBJECTIVE

I aspire to execute my professional skills to the best of my ability; by demonstrating a high level of integrity, competency and an attitude of excellence, identifying opportunities, hard work, continuous learning in hospitality industry and teamwork.

Key Competency and Skills

* Possess effective written and verbal communication skill
* Ability to perform tasks independently
* Ability to perform multiple tasks and solve customers’ queries
* Highly initiative to manage a busy workload without supervision
* Work well in a team and share opinions and ideas
* Quick learner, give attention to details

WORKING EXPERIENCE

VOYAGER BEACH RESORTS AND SPA-MOMBASA 1st November2014-30th November 2016

HOUSEKEEPING FLOOR SUPERVISOR

Responsibilities:

* To be aware of the arrivals and departure rooms and occupancy
* Assign duties
* Conduct briefings
* Departmental trainings, and train new staffs
* Take monthly stock taking
* Ensure that cleaning tools and equipment are in good working condition
* Inspect work done, supervise and declaring rooms to the front office
* Taking care of all maintenance issues in the rooms and public areas by coordinating with the maintenance department

CAFESSERIE RESTAURANT-MOMBASA 1st February2014-31st October 2014

HOSTESS

Responsibilities:

* Keeping track of each station and review all reservation
* Be aware as guests approach the restaurant
* Greet them with a smile and welcome them to the restaurant
* Find out how many people are dining
* Figure out where to seat guests and distribute the tables evenly among the servers
* Place the menu on the menu setting or I hand it to the guest
* I make sure that there are complete place settings for each guest and that the table is clean

EDUCATIONAL BACKGROUND

2012-2014: Kenya Utalii College, Nairobi. Certificate in Housekeeping and Laundry Operations where I had a distinction

 2009 January: Holy FamilyComputer College- computer Packages

2009 July-2011 July: Digital Advisory and Learning Centre Mombasa-Advanced Diploma in Business Management

2004-2008: Kenya Certificate of Secondary Education (KCSE) C plain

REFEREES AVAILABLE UPON REQUEST