**Carrier Objectives**

* [Objective 1] With my knowledge and skills in Tourism Management and Hospitality to work in any other field that would lead to greater productivity so as to supplement my experience in this field.
* [Objective 2] Advancing further in my skills and academics to make a difference in Hospitality Industry.
* (Objective 3) With the knowledge and skills I have I believe I am a self driven individual who is ready to work in a controlled environment that encourages learners to learn and strive hard towards success by giving a listening ear and submit the learning context in a manner that favors’ all. Putting into consideration both exceptional and non exceptional people in the society.

**Personal Attributes**

* Good Public Relations Skills
* Open minded and supporter of the company / team spirit
* Strategic and organized with sense of accountability and responsibility
* Ability to work under minimum supervision and meet deadlines
* Good written and oral communication skills
* Credible and comfortable in dealing with senior executive
* Visionary
* Honest loyal and enduring
* Cooperative

**Experience**

**[November 2013 – [to date] [Front Office Manager]**

[Organisation/Company] Homa-bay tourist Hotel ltd

[Organization/Company Postal Address] P.O Box 35 40300

[Location] Homa-bay

[Nature of the company] Homa-bay tourist Hotel ltd is a catering institution with accommodation and conference facilities, and is based in Homa-Bay.

 [Job Achievements and accomplishments]

* [Achievement One] Engaged as Front Office Manager with duties to head the Reception area and its environs that have one on one contact with guests.
* [Accomplishment Two] I am charged with the duties of heading the activities in General at the front Desk. That is
* receiving guests,
* resolving guests complains,
* Checking in of guests.
* Checking out guests
* Guest Relations
* Invoicing clients
* Act as a cashier
* Night auditing
* Banqueting officer
* Customer care

**[2009-October 2011] RECEPTIONIST**

Organisation/Company] Sirikwa Hotel ltd

[Organization/Company Postal Address] P.O Box Eldoret

[Location

* worked in a three star Hotel in Western Kenya, employed as receptionist, cashier, and Wait

**Education**

**Tertiary/College Education**

 **[2006] – [2008] [Kenya Wildlife Training Institute(KWISTI)]**

* [course studied – Diploma In Tourism Management
* Attained Lower Credit

**2005] – [2006] [St. Lawrence London Collage)]**

* Attained Certificate for A. Level

**ADDITIONAL TRAINING**

* 17th -29th March 2014 Kenya Utalii College

 Awarded certificate in Tourism Marketing

* 16th – 27th April 2012 Kenya Utalii College

 Awarded Certificate in Guest Relations

* 21ST -25th June 2010 Kenya Utalii College

 Awarded certificate in Reception techniques

**[2002-2003] [Morrop Commercial College]**

Certificate in Computer Applications

 **[1999-2002] [Tabagon Girls High School]**

K.C.S.E (Kenya Certificate of Secondary Education)

* Attained a grade of C+

**Languages**

* [English] – Spoken and Written
* [Kiswahili] – Spoken and Written

**GOALS AND ASPIRATIONS**

1. To attain maximum knowledge, expertise and growth in my areas of specification
2. To make substantial contribution to the growth and development of an organization
3. To hold a responsible position in an organization where I can develop and further my knowledge and skills.

Hobbies & Other interests

* [Hobby or interest] Reading, site seeing, travelling, singing, playing Table Tennis, watching football and being with friends.