**CURRICULUM VITAE**

NAME:James

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**PERSONAL PROFILE**

* Gained excellent experience in hospitality within career to date.
* Confident communicator and ability to remain calm under pressure.
* Proactive, organised and forward thinking.
* Attentively at all times with a willing and helpful manner that is required to answer phone calls, taking reservations and prepare bills.
* Always approachable, cheerful and posses good observation skills as well as the ability to work alone or as part of a team.
* Certified pool lifeguard.

**SKILLS**

Interpersonal skills Effective listening skills

Strong organisational skills Strong problem solving skills  
MS Office Record Keeping, Report Writing, Observation skills

Excellent communication skills . Adaptability – Able to work round the clock.

**CAREER HISTORY**

**Nov2012 – Aug 2016 Galsheet Kenya ltd**

**Store keeper**

* Opening and closing gates of stores and warehouses.
* Daily stock taking and maintain of stock reports.
* Checking incoming and out going goods.
* Maintain general cleanliness of stores .
* Checking goods coming in and going out.
* Prepare of delivery reports for goods going out.
* Receive of goods and confirm quality and quantity.
* Enforce the FIFO system.
* Prepare the purchase requisition and and local purchase orders
* Process local delivery oders and invoices
* Check material for leakages and expirey dates
* Follow on LPO and deliveries
* Maintain safe stock levels
* Countercheck on stores requisition
* Prepare monthly stock reports
* Call suppliers and negotiate on cost of items
* Maintain safety standards as per ISO CERTIFICATION

Jan2010-dec2011 Silver springs hotel

**POOL LIFEGUARD**

* Open and close the swimming pool
* Observe andorganise pool activities
* Enforce policies and regulations of the pool
* Provide emergency care when need arises
* Be on the lookout for any distress calls
* Keep records and reports on pool activities
* Confirm and check chlorine and a waters PH is to required standards
* Report any incidences to management

**May 2006 – DEC 2009 GALSHEET KENYA LTD**

**Sales representative**

* Promotion of the company’s products and services.
* Daily delivery of Company Customer Service Standards; building strong and trusted relationships.
* Assist clients with their enquiries solve the client’s queries; retain their business, whilst promoting further range of products.
* Complete internal handover procedures for both new and existing clients.
* Expanding the customer base within the commercial sign sector on a national basis.
* Prospect potential customers in writing, by phone, and in person and effectively outline the company’s products and services.
* Maintain a database of all prospected opportunities, contact details and status of sales activity.
* Ensure all sales activity reports are reviewed, analyzed, and followed up as appropriate.
* Maintain all client contract, and agreement documentation to the relevant standard.
* Communicate with accounts, and sales departments, to ensure that all new clients are set up and ready for business in a timely and correct manner.
* Build partnerships with key personnel and ensure queries and problems are resolved promptly with all relevant parties.
* Work with the sales team in the refinement of pricing strategies
* Support the sales team as required by communicating any gaps in point of sales materials.
* Perform any other duties as required by the management
* **EDUCATION**

AUG 2013 – DEC 2013 **YMCA Kenya**

Lifeguard Certification

JAN 2005- APRIL 2006: **Africa Nazarene University**

Diploma in Purchasing and supplies management

JAN 1989 – DEC 1993: Kangaru High School

KCSE attained

**REFEREES**

Provided upon request