**CURRICULUM VITAE**

**PERSONAL DATA**

NAMES SHIVIRA

[SHIVIRA.37190@2freemail.com](mailto:SHIVIRA.37190@2freemail.com)

**AVAILABILITY** **READY FOR INTERVIEW AS WELL AS JOINING IMMEDIATELY**

**CAREER OBJECTIVE**

**Aim high to achieve the best required results in related fields of hospitality industry.**

**CAREER HISTORY**

**INSTITUTION : EMRILL SERVICES LLC**

**PERIOD : FROM JAN 2014 (HOUSEKEEPING)**

**CURRENT POSITION : Receptionist (NORTON ROSE FULBRIGHT US LLC)**

RESPONSIBILITIES;

* Always punctual
* Greeting guest s with respect and make sure they are comfortable
* Answer phones and operate a switchboard
* Route calls to specific people
* Answer inquiries about company
* Call person waiting for visitor and book them a room to meet in

**INSTITUTION : LAVINGTON SECURITY CO. LTD**

**PERIOD : JAN 2011 – May 2013**

**POSITION : SECURITY GUARD**

RESPONSIBILITIES;

* Guest entry and exit services,
* Recording the identification of visitors,
* Recording the activities at the workstation in the occurrence book,
* Verifying sales documents against the goods collected by customers,
* Ensuring that the security surveillance system (CCTV cameras and security alarm) at the work station is operational,
* Ensuring that the safety equipment at the client premises are intact and in a working condition, e.g., stand by generator, fire extinguishers, hydraulic pump, and fire alarm, etc
* Assisting and guiding newly recruited staff. Ensuring security of client assets in work

station,

**INSTITUTION : Midlands Hotel**

**PERIOD : JAN 2010 – May 2010**

**POSITION : waitress/ hostess**

RESPONSIBILITIES;

* Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
* Stock service areas with supplies such as coffee, food, tableware, and linens.
* Clean tables and counters after patrons have finished dining.
* Inform patrons of daily specials.

**EDUCATION BACKGROUND**

Feb 2008 to July 2008

**COURSE IN HOTEL AND CATERING MANAGEMENT**

(SUNDOWNER COLLEGE IN COLLABORATION WITH EGERTON UNIVE

**CERTIFICATE IN SECONDARY EDUCATION**

Lake Nakuru secondary School

**Other trainings’ undertaken**

* **COMPUTER SKILLS( Advanced Certificate in Ms Office)**
* **Certificate of Completion Food Hygiene training**

**STRENGTHS.**

* A good team leader and team player,
* Excellent oral & written communication skills
* High interpersonal and public relation skills
* Computer literate
* Ability to continuous meet deadlines
* Ability to work even under pressure
* Good organizational skills

**REFEREE**

**(**Upon request)