**RESUME**

**CAROLINE**

[**CAROLINE.366996@2freemail.com**](mailto:CAROLINE.366996@2freemail.com)

**Career Objective:**

To be able to apply to the best innate wisdom, experience and theoretical skills I have acquired by working dynamically; and willing to work with a motivated team as a key player in challenging and creative environment.

**Personal Profile:**

Very organized-systematic, firm, principled with top notch customer care, and experienced in PR. Goal oriented, with a consistent track record of achieving the highest of standards in being articulate, eloquent and excellent communicator.

I embrace teamwork which enables business to run smoothly and makes each person feel part of the organizational achievement. Motivated to work with team spirited group for growth purposes.

**Work Experience in different countries:**

Worked at Kharafi National Company L.L.C.- Abu Dhabi, UAE from June 2014 - 20th May 2016

as In-charge of the Female Camp based in Al Ain

**Duties:**

* Reported directly to the Accommodation Unit Head
* Submitted daily, weekly and monthly reports to Accommodation Unit main office
* Coordinated activities to oversee proper standards of safety maintenance
* Made orders, maintain and account for proper inventory of supplies
* Supervises the staff working in the camp

**Worked in Afghanistan USA & NATO Millitary (LOGCAP IV) from 2010-2013**

Iworked as Laundry and Billeting /Accommodation supervisor for DynCorp International

**Duties:**

* Managed the Master trucker
* Key Control responsibility
* Attended to customers’ complaints, investigated and resolved them
* Supervised crews at work, did inspections and ensured high standards of cleanliness
* Prepared the work schedule-duty roaster for both day and night shifts
* Prepared daily and fortnight reports to the Site Manager and FOB Mayor
* Answerable to the Manager

**Actively involved in the Girl Child Empowerment (2005-2010**) **in Kenya**

Giving back to society

**Worked as PA to Dr. TJ Ocholla at The Dental X-ray Centre (1998-2005) in Kenya**

* Over all In-charge of the facility, administration work and delegated duties to staff
* Attended trainings and rolled the information to employees by duplication form
* Arranged Inhouse meetings, attended corporate meetings, took minutes in meetings
* Represented my boss at meetings, replied to his mails - observed discretion
* Book keeping, maintaining the petty cash as well as handling purchases
* Managing Drs. Diary, arranged travel and booked patients for surgeries in hospitals

**Academic Profile:**

* University of Nairobi - Year 1994-1997 (Business Administration)
* Institute of Advanced Technology (IAT) - 1999-2000 (computer packages)
* Link training Institute (LTI) – 1992-1993 (Typing Elementary and Intermediate)
* Pansoms College January-March 1990 (Receptionist and Telephone Operator)
* Secondary School Certificate (KCSE) Ruaraka High School - 1986-1989

**Work Aspects:**

* High sense of professionalism
* Applies mandatory orientation to the new hires and In-service training wherever
* PR, Good customer care friendly yet very professional
* Good command of English grammar, efficiency in writing and in speech
* Co-ordinates activities to oversee proper standards of safety maintenance
* Arrange vacation and travel plans for employees
* Well conversant with administrative skills

**Significant Reviews:**

* Committed and Hardworking
* Interested in learning and development
* Philanthropic worker
* Other interests include reading, music and socializing with different kinds of people

**Personal Details:**

* Date of Birth : 9th May 1970
* Nationality : Kenyan
* Marital Status : Single
* Languages spoken : English, Kiswahili