CATHERINE

CATHERINE.370463@2freemail.com

**PERSONAL DATA**

LANGUAGES : ENGLISH AND SWAHILI

STATE : KENYA

DATE OF BIRTH : 03/APRIL/1986

RELIGION : CHRISTIAN

STATUS : SINGLE

**CAREER OBJECTIVE** :

My goal is to become associated with an organization where I can utilize my skills and gain further experience while enhancing the organization’s productivity and reputation.

**EDUCATION BACKGROUND**

2015 January : Attained a certificate in high performance in sales

 and marketing from uzuri institute.

2006 – 2008 : attained a Diploma in food and beverage

 Management from Murang’a College of technology.

2005 – 2006 : attained a certificate in food and

 Beverage sales from Murang’a College of technology.

2001 -2004 : Attained Kenya certificate of secondary

 Education at Kenyatta Secondary School.

**WORK EXPERIENCE**

**CURRENTLY :** working at uzuri institute Thika at the

 Front Office department. My duties are: personal

 assistant to the director, sorting and sending mails,

 Marketing, making and receiving calls, enquiries

In charge of academic, enrolment, enquiry reports and a leader to the front office team.

1. – 2013 : Worked as a cashier/supervisor at Cheps

 Investment.

(SeaWorld/Turkish cuisine) village market where my duties were;

* + - * + To prepare the weekly rotas, ensuring adequate staffing of the restaurant at all times.
				+ To supervise and assist the restaurant staff on a daily basis
				+ To take food and wine orders from all guests.
				+ Marketing, customer care, receive and process all payment methods for restaurant guests.
				+ Settle all guest checks in the computer system and maintain accountability for all financial transactions.
				+ Maintain complete knowledge of point-of-sale and manual systems and procedures.
				+ Handle guest complaints with follow up to ensure guest satisfaction.

MAY TO July 2008 : Worked as a trainee at Kasarani Sports

 View Hotel in The following departments;

* Food and beverage services
* Stores department
* Food production

April – August 2006 : worked as a trainee at pride of Meru Hotels

In the following departments;

* Food production
* Food and beverage services
* Front office and cashiering

**Award:** 2007 : Awarded a silver standard award by

 The President of Kenya for

 Community service and charity work.

**Professional Skills:**

* + - Acquired skills in computer packages; Microsoft word, power point, excel, access, presentation skills, data analysis skills, publisher & databases.
		- Customer care skills
		- Marketing skills.

**HOBBIES** : Cooking, Socializing and travelling.