**CURRICULUM VITAE**

**PERSONAL DETAILS:**

NAME : Kenedy

DATE OF BIRTH : 23rd December,1981

NATIONALITY : Kenyan

VISA : Employment

SEX : Male

RELIGION : Christian

MARITAL STATUS: Single

Email : kenedy.381657@2freemail.com

**Objectives.**

To seek a challenging professional service job opportunity in Customer service industry that will enable me to utilize my skills and to enhance my career growth as a valuable team member in the growth of the enterprise. My Professional development goals include further training in customer service

**Personal Qualities**

* Have a competitive attitude and can thrive under pressure
* Able to work alone with minimal supervision
* Team builder
* Have the necessary drive and enthusiasm required for a tough competitive industry
* Excellent communication and presentation skills
* Well organized, eager to learn and pro-active

**Experience**

**November 2010 –till date: Transguard Group Company – (security guard) DUBAI**

* Receive and assist clients and escort them to destinations; offices, meeting rooms.
* Coordinate maintenance of the front desk reception area equipment, furniture, applications and brochures.
* To respond quickly and correctly in times of crisis
* Observing and reporting any suspicious situation.
* Offer safety warnings and tips.
* Handle general requests for information and data.
* Access control and assisting in emergency situations.

**January 2008 – 2009 November: Nyali beach hotel (waiter) Kenya Mombasa**

* Greet and escort customers to their tables
* Present menu and provide information when asked e.g. about food ingredients
* Inform customers about the day’s specials
* Offer menu recommendations upon requests
* Check customers’ ids to ensure they meet minimum age requirements for consumption of alcoholic beverages
* Communicate order details to kitchen staff
* Carry dirty plates, glasses and silverware to kitchen for cleaning
* Provide excellent customer service to guests
* Take accurate food and drink orders

**Education background**

* O Level examination pass from Ribe High School (Kenya)

**Personal interests**

Reading, making new friends and travelling

**Languages**

English and Swahili

**Referees**

Available upon request