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**Grace**

**Email:** **grace.382435@2freemail.com**

***Professional Profile***

I am a self-motivated professional with excellent communication and problem-solving skills coupled with initiative and accuracy providing the customer with an efficient and positive experience.

***Objective***

To be an efficient employee of the establishment, this promotes competitive and professional environment among the staff and to execute highest possible standard of service delivery.

***Career summary***

***Sep 2016- Nov 2017 Legends Grill Ruiru***

**Position:** Waitress

***DUTIES AND RESPONSIBILITIES***

Take orders and serve food and beverages to patrons at tables in dining establishment.

Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

Communicate with customers to resolve complaints or ensure satisfaction.

***April 2014- Aug 2016 St.Gertrude Academy***

**Position**: Security guard

***DUTIES AND RESPONSIBILITIES.***

Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.

Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.

Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

***EDUCATION BACKGROUND***

Certificate in computer packages

Pettans Computer College Dec 2013-Apr 2014

Kenya Certificate of secondary Education

Juja Farm Secondary schoolFeb 2010- Nov 2013

***CAPABILITIES***

Can work for longer without supervision.

Good communication and interpersonal skills.

Ability to work and adjust with new team.

Ready to share my knowledge with anyone whom wants to learn something from me.

***REFEREES***

Available upon request.