

**Joyce**

* Nationality: Kenyan.
* Visa: Available Immediately (Family relocated to home country)
* Email address: joyce.382485@2freemail.com

**WORK EXPERIENCE**

**Position**: House help 2017 to date Dubai – UAE

**Organization**: Private

Duties

* Taking care of 2 children, (6yrs and 10yrs old).
* Do all the house chores.
* Ensure all appliances such as cooking ranges, dishwashers and microwaves are cleaned and maintained perfectly.
* Wash and dry dishes and make sure that they are put away in designated cupboards.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position**: Sales Representative 2015 to 2016 Kitale – Kenya

**Organization**: Organic Shop

Duties

* Ordering stock and receiving deliveries and checking quality.
* [Preparing displays](https://www.totaljobs.com/careers-advice/job-profile/retail-jobs/merchandiser-job-description) and Stacking shelves (Merchandising).
* Advising customers on preparing and cooking meals
* Driving to retail and wholesale markets for business development.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position**: Waitress 2014 to 2015 Kitale – Kenya

**Organization**: Bongo Hotel

Duties

* Greeting patrons once they are seated and providing excellent customer service.
* Presenting menus and explaining menu items.
* Sharing information with customers about the status of their orders.
* Clearing the table after the customers leave.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** Assistant Manager 2012 to 2014 Machakos – Kenya

**Organization:** CathyPeter Shamba

Duties

* Manage horticulture Farm.
* Allocate duties to employees.
* Taking care of the farm equipment’s and the pumping machine.
* Dealing with casual laborers needs.
* Paying employees and paying their salaries.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: Trainer 2008 – 2009 Kiryandogo - Uganda

**Organization**: Kiryandogo Refugee Camp

Duties

* Peace building and conflict solution.
* Taking records of conflicts facing families.
* Tackling the family problems with available means.
* Training groups in the village to solve family conflicts.
* Creating an environment free from conflict and keeping records of statistics.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** Nurse Assistance 2005 Kisumu - Kenya

**Organization:** Kenya medical Training Institute

Duties

* Ambulating, applying and changing wraps and bandages.
* Assisting with elimination and toileting process
* Dressing patients with physical challenges, encouraging/motivating Patients.

**EDUCATION QUALIFICATION**

1984 – 1991 KCPE (Primary Education) Kitale–Kenya

1992 – 1997 KCSE (Secondary Education) Uasin-Gishu –Kenya

**HIGHER EDUCATION**

2004 – 2006 Diploma (Applied Biology) Eldoret -Kenya

PROVEN REQUIREMENTS

* Ability to be on feet for long periods of time.
* Professional and friendly (Even in tough situations).
* Team player and effective communicator.
* Ability to lift heavy trays filled with glassware/food.
* Great attention to detail.

 HOBBIES

* Keeping fit.
* Travelling, learning new things.
* Socializing and making friends.