**Gulfjobseeker.com CV No:** **37794**

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CURRICULUM VITAE

**PERSONAL DETAILS**

**NATIONALITY : KENYAN**

**LANGUAGES : FLUENT IN ENGLISH,KISWAHILI,**

 **LITTLE FRENCH AND ARABIC**

**MARITAL STATUS : SINGLE**

**DATE OF BIRTH : 12/12/ 1985**

**EDUCATION BACKGROUND**

**2012 : KOIBATEK COMPUTER COLLEGE**

 **CERTIFICATE OF COMPUTER STUDIES**

**1996-1997 : KENYA UTALII COLLEGE**

 **KENYA CERTIFICATE IN FOOD BEVERAGE .**

**WORK EXPERIENCE**

**1997-1998 GRAND REGENCY HOTEL**

 **WAITRESS**

 **DUTIES AND RESPONSIBILITIES**

* Table setting
* Order taking
* Food and beverage service
* Cashiering

**1998-2000 GRAND REGENCY HOTEL**

 **MINIBAR ATTENDANT**

* Customer service
* Auditing minibar stock daily
* Refilling minibars
* Posting bills
* Ensuring all bills are paid

**2000-2008 GRAND REGENCY HOTEL**

 **FOOD AND BEVERAGE COST CONTROLLER**

 **DUTIES AND RESPONSIBILITIES**

* Daily stock take of all bars in the Hotel
* Preparing daily food and beverage reports
* Spot checking stores,bars and restaurants
* Preparation of end month reports
* Counting covers during function
* Making sure that all bills are paid accordingly.

 **RECEIVING CLERK**

* Inspecting and counting deliveries
* Posting and preparation of daily receiving reports
* Issuing the urgently required stock upon receiving

**2009-2012 ALMAYA GROUP**

 **BORDERS BOOKSHOP**

 **SALES ASSOCIATE BORDERS BOOKSHOP**

 **DUTIES AND RESPONSIBILITIES**

* Customer service
* Arranging books
* Cashiering

**2012-2014 ALMAYA GROUP**

 **SALES ASSOCIATE MOM AND ME**

 **DUTIES AND RESPONSIBILITIES**

* CUSTOMER SERVICE
* MERCHANDISING
* CASHIERING

 **HOBBIES**

* READING