CURRICULUM VITAE

**Gulfjobseeker.com CV No:** **1289268**

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To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

PERSONAL INFORMATION

DATE OF BIRTH :13th October 1988

LANGUAGES : English, Swahili, Maasai

PERSONAL ATTRIBUTES

.Open minded, self motivated and able to work in highly dynamic environment.

.Excellent English communication skills and easy to adjust from one language to another.

.Hardworking and good interpersonal skills

.Great team work and can work under pressure.

CAREEER OBJECTIVE

To work In a dynamic and challenging environment that will utilize my knowledge and skills to be able to achieve the company’s goals and learn more and be of value to my employer and contribute in the growth of the company.

WORKING EXPERIENCE

2011 Dec – 2013 Nov : KENYA AIRPORT AUTHORITIES

**POSITION;CUSTOMERSERVICE**

* Greeting and receiving visitors in a polite and welcoming manner.
* Advising guests accordingly depending on the service that they need.
* Answering all their inquires satisfactorily in polite manner
* Receiving calls of customers and replying their mails
* Responding to public inquiries.

**2010 MARCH-2011 0ct** **BRITISH AMERICAN INSURANCE**

**POSITION CUSTOMER CARE**

* Greeting and receiving visitors
* Handling visitors inquiries and complaints
* Respond to public inquiries
* Pick up and deliver emails.

EDUCATIONAL BACKGROUND

2008 – 2009 : UNIVERSITY OF NAIROBI

Diploma in Human resources management

Aug 2007 – Dec : BRIGHTECT COMPUTER COLLEGE

Computer Packages

Jan – Aug 2007 : UNIVERSITY OF NAIROBI

Certificate in Personal management

2003 – 2006 : Elerai Girls Secondary School

Kenya Certificate of secondary education

1994 – 2002 : Samuli Primary School

Kenya certificate of Primary Education.

INTERESTS

* Traveling
* Reading
* Socializing
* Music
* Watching movies

**REFERESS:** Available on request.