**CURRICULUM VITAE**

**JACKTONE**

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**PERSONAL INFORMATION:**



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| --- | --- | --- | --- |
|  | Date of birth | : | 27/06/1993 |
|  | Nationality | : | Kenyan |
|  | Marital Status | : | *Married* |
|  | Gender | : | Male |
|  | Religion | : | Christian |
|  | Languages | : | Fluent in English |
|  | Visa Status | : | *Employment visa* |

**CAREER OBJECTIVE:**



To manage the effectiveness and performance of colleagues, equipment and resource to ensure that service provided o the clients and staff meet exceed specified and comply with legislative requirement.

**EDUCATIONAL QUALIFICATIONS:**



* 2015 May – 2016Certificate in First Aid and CPR Certificate in Health and Safety

Certificate in Customer Service and Fire Control

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|  | 2007 – 2011 |  | Certificate in Secondary |
|  | 1998 – 2007 |  | Certificate in Primary Education |
| **WORK EXPERIENCE:** | | |  |
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| Organization | | : | Assistant Health and Safety Officer. |
| Designation | | : | Intercoil International Company LLC |
| Duration | | : | 2015 – up to date. |

**DUTIES & RESPONSIBILITIES:**



* Issue work permit and check work area before start of the work.
* Safe work in Confined space. (Safety watcher, Entry permit, Rescue Arrangements etc.)
* Safe Working at Heights.
* Checking of Lifting Tools/ Tackles /Sling/Ropes/ Machines.
* Checking Scaffolding & PTW (red tag / green tag)
* Excavation Safety. (Sloping / Benching / Shoring / Fencing etc)
* Safe work procedures / Job safety Analysis.
* Checking unsafe acts and unsafe conditions.
* Coordinating safety meeting.

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| Organization | : | Baoba Beach and Resorts |
| Designation | : | Life Guard |
| Duration | : | 2014 April – 2016 Feb |

**DUTIES & RESPONSIBILITIES:**



* Ensure the safety of individuals using pools and beaches and rescue swimmers in distress and desperate situations;
* Demonstrate ability to inspect swimming area and report any unsafe conditions;
* Administer life-saving procedures thereby having in-depth knowledge of safety procedures and protocols relevant to swimming and other water sports;
* Enforce pool policies and regulations;
* Recognize emergencies and respond immediately;
* Monitor activities at the facility;

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| Organization | : | Zen Garden Intercontinental Hotel |
| Designation | : | Waiter |
| Duration | : | 2012 July – 2014 Jan |

**DUTIES & RESPONSIBILITIES:**



* Greeted new customers and escorted them to their tables upon request.
* Wrote customers’ orders and conveyed to kitchen staff.
* Took orders from customers and served food, drinks and deserts.
* Served specialty dishes to customers at tables as required.
* Checking the guest room at the time of guest departure.
* Responsible for guest luggage during transit in the hotel.
* Ensuring that he is neat and has good performance at all time.
* Carrying guest luggage at the time of guest arrival and departure.

**PERSONAL SKILLS:**



* Good observation skills.
* Handling crisis and emergency situations.
* Able to work in adverse weather conditions.
* Knowledge of First Aid, safety rules as well as evacuation procedures and practices.
* Good public relations.
* Excellent time-management skills.
* Ability to communicate effectively at all levels.
* Customer care and service skills

**HOBBIES:**



* Swimming
* Reading Novels
* Participate in Athletics

**REFERENCES:**



* Available upon request