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 **CURRICULUM VITAE**

**PERSONAL DETAILS**

 Name. : Simon

Date of Birth : 30th June 1986

Gender ; Male

Nationality : Kenyan

Marital Status : Married

Religion : Christian

Height :5'7ft

Weight :70kgs

Languages : English, Swahili, Basic Arabic

Email : simon.382438@2freemail.com

visa ; Visit visa

**CAREER OBJECTIVE**

* To work in a professional environment that is full of challenges for my education, training and experience that will adequately grow my profession.

**EDUCATIONAL BACKGROUND**

2011 Budget Driving School

 **Driving License Class BCE**

2008 African Institute of Research and

 Development Studies

**Certificate in Computer Applications**

2002- 2005 Tumaini House School, Nakuru

**Kenya Certificate of Secondary Education**

1993- 2000 Lanet Primary School

**Kenya Certificate of Primary Education**

**WORKING EXPERIENCE**

May 2016 -July 2018  **Miale Hotel, Kenya**

 ***Position; Waiter***

* Greeted and welcomed guests
* Explained and took orders from guests
* Answered queries about our services
* Served foods and drinks
* Directed clients to specific areas
* Prepared basic recipes
* Cleared the tables and did basic and general cleaning
* Assisted in stock taking

July 2013-Jan 2016 **Baskin Robbins / Dunkin donuts, Qatar**

***Position: waiter/ barista***

 **Duties**

* Executed the process of purchase and sale of products.
* Properly arranged and displayed products on the shelves and freezers
* Prepared hot and cold drinks
* Maintained shop's hygiene
* Undertook the stock movement
* Assisted customers in allocating merchandise
* Answered queries about the products and forwarded to the supervisor if need be
* Processing payments through POS

Sept 2007 March 2010 **Lesan Insurance Agency, Kenya**

***Position: Office Assistant***

 **Duties**

* Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system.
* Answered telephones and transferred calls to appropriate staff members.
* Sorted and distributed incoming communication data, including faxes, letters and emails.
* Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis.
* Organized the scheduling of meetings, conferences, and events; distributed minutes for them.
* Took care of staff office space, weekly schedules, travel reports, phones, parking, credit cards and office keys.
* Purchased office equipment and supplies - contacted vendors and subcontractors.

**HOBBIES**

* Reading motivational materials
* Socializing

**REFEREES**

Upon request.