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## **CURRICULUM VITAE**

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# **Archils Omondi Oburu**

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## PERSONAL DETAILS

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Name : Archils Omondi Oburu  
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Telephone : +254725357012  
Countries worked in : Kenya and Uganda  
Email : [oburuarchils@gmail.com](mailto:oburuarchils@gmail.com)

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## CAREER GOAL

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To play a significant lead in the delivery of utmost service especially in the areas of web development programs, research, program management in its entirety expected of a professional trained in organizational development, marketing, human resource management and international relations.

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## PROFILE

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- ✚ Extremely dedicated to maintaining high standards in web development.
- ✚ Self-driven, able to work on own initiative as well as part of a team.
- ✚ Proven leadership skills involving the managing, developing, as well as leading and motivating teams to achieve their objectives.
- ✚ First-class analytical and problem-solving skills in marketing and management environment.

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## EDUCATION BACKGROUND

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Aug2021-Jan 2022:	Full Stack web developer -Washing University
Aug 2011 – Oct 2013: -	BA Degree in Hotel Management and Catering –Nkumba University Uganda. Majoring in Management
Aug 2009 - Oct 2011:	Diploma in Hotel Management and Institutional Catering – Nkumba University Uganda
Aug 2008 – Aug 2009:	Certificate in hotel Operations and Institutional Catering –Nkumba University Uganda
June 2006 - Sep 2006:	Certificate in Food and Beverage Service Techniques –Kenya Utalii College Nairobi-Kenya

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## PROFESSIONAL EXPERIENCE

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### CLEARWATER SPAS – ARLINGTON, WA

#### 2020 to Current -Machine Operator

- ✚ Assembled, Hot tub products securely and accurately according to blueprints and specifications.
- ✚ Worked at a fast and steady pace to meet production goals.
- ✚ Performed visual final inspections and documentation prior to assembly, resulting in 100% quality of products.
- ✚ Worked closely with supervisors and designers to understand and meet production specifications.

### HOMA-BAY (KENYA) KABERAMAIDO (UGANDA)

#### 2016 to 2019 – Farm Manager

- ✚ Managed mixed farm, that entails crop farming, aquaculture, Tree nursery, and animal farming
- ✚ Protected environmental areas, team members and consumers from harm by closely monitoring chemical applications and production techniques.
- ✚ Directed efficient crop production to maximize resource utilization and consistently meet schedule and financial demands.
- ✚ Diversified farm income by adding customer events, activities and tours.
- ✚ Demonstrated working techniques, practices and optimal safety behaviors to workers, maximizing performance and reducing wasteful processes.

### COUNTRY LAKE RESORT GARUGA - UGANDA

#### 2015 to 2016 – Food and Beverage Supervisor

- ✚ Established and enforced standards of personnel performance and service to provide customers with consistent and positive experiences.
- ✚ Controlled portion sizes and garnishing for optimal cost control
- ✚ Leading F&B team by attracting, recruiting, training and appraising talented personnel.
- ✚ Continuously Making necessary improvements identify customer needs and responding proactively to all their concern

## **GOLF COURSE HOTEL KAMPALA**

### **Aug 2014 to Dec 2014- Front Office Supervisor/Night Auditor**

- ✚ Defined and documented office procedures, using updated SOPs to provide thorough and comprehensive training for all administrative support staff.
- ✚ Guided employees through routine and complex administrative situations with the decisive but motivational approach.
- ✚ Optimized personnel coverage, preparing work schedules based on staff availability and forecasted demands.
- ✚ Fielded complaints from clients and customers and rectify issues.
- ✚ Monitored financial bookkeeping for accuracy and compliance, resolving identified discrepancies.

## **KAMPALA SERENA HOTEL**

### **Oct 2010 to April 2012 – Food and Beverage Service Personnel & Industrial Training**

I did industrial training and thereafter worked with Kampala Serena hotel; I trained in the following departments;

- ✚ Front office
- ✚ Housekeeping
- ✚ Food and beverage service
- ✚ Production
- ✚ Stores
- ✚ Laundry

Worked as Banqueting Service personnel under Food and Beverage Department

## **OUTSIDE CATERING**

### **2006 – 2008 – Food and beverage Personnel**

I have worked as a Service Personnel with the following hotels:

- ✚ **Windsor golf and country club hotel** several times (Kenya)
- ✚ **Amboseli Serena hotel** at Tsavo national park
- ✚ **Kilanguni Serena lodge hotel** at Tsavo national park
- ✚ **Sarova hotel Nairobi**, kiss 100 East and central Africa biggest wedding at Amarula manor.
- ✚ **Carnivore Nairobi**, Africities gala dinner
- ✚ **Kasarani National Stadium Nairobi**

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## MAJOR ACHIEVEMENTS

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- ✚ Participation in Global Forum on Local Development: By Serena Hotel Kampala
- ✚ Participating in Swearing ceremony both at State House Entebbe and Nairobi
- ✚ MP- Guild Student: Nkumba University
- ✚ Secretary Finance Committee-Guild: Nkumba university
- ✚ Organizing Secretary –NUKESA: Nkumba University
- ✚ Chairman Basketball Club: Ofafa Jericho High School

## TRAINING

- ✚ Nursery bed Management training: by National Forest Authority Uganda
- ✚ Fisheries and Aquaculture Training
- ✚ Intelligent Common Sense Training Course under United Nation
- ✚ Human Right on good governance and democratic Accountability Training.
- ✚ Customer care course.

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## TECHNICAL EXPERIENCE

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Office Administration	: Able to develop and execute budgets Manage staff and build teams Accurately Costing Jobs Ability to prepare proposals, compile data and Write comprehensive reports
Computer Skills	: <b>Html, Css, JavaScript, React Js</b>

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## LANGUAGES

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English – Fluent  
 Kiswahili - Fluent  
 Dholuo - Fluent  
 French - Basic

## HOBBIES

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❖ Traveling, meeting people, Reading financial books.

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## REFERENCES

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Mr. Moses Odomel  
General Manager  
Country Lake Resort Garuga –Uganda  
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Mr. Amos Otieno  
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