

Brenda Night

Nairobi, Kenya

☎ +254 720448263

✉ brendanight100@gmail.com

Personal Profile

Motivated and adaptable administrative professional with over three years' experience in front office operations, guest relations, and customer service. Skilled in handling diplomatic and multicultural environments with professionalism and discretion. Currently expanding technical expertise through software development studies, combining administrative efficiency with modern digital tools. Passionate about service excellence, integrity, and continuous learning.

Work Experience

- Guest Relations Agent / Receptionist

Kibo safari camp, Amboseli | 2022 – 2025 July

- Welcomed guests, managed check-ins and check-outs professionally.
- Coordinated reservations and guest services, ensuring a smooth experience.
- Handled calls, emails, and inquiries with discretion and clarity.
- Worked closely with multicultural teams and international clients.

- Front Office Receptionist

Diani Reef BeachResort & Spa, Mombasa | Jan 2020 – Dec 2020

- Supported administrative and receptionist tasks.
- Maintained records, managed bookings, and provided visitor support.

Education

- Software Development (Scholarship)

Power Learn Project (PLP), Remote | 2025 – Present

- Modules: Git & GitHub, Environment Setup, Technical Writing, Project Management
- Focus: Web development, version control, and coding best practices

- Diploma in Hospitality Management

Tsavo Institute of Technology | 2019 – 2021

- Certificate of computer studies

Strategic studies centre | Jan 2019-Mar 2019

Skills

- Administrative: Scheduling, email handling, visitor support, record-keeping
- Technical: Git & GitHub, HTML/CSS, MS Office, database basics
- Soft Skills: Communication, problem-solving, teamwork, discretion
- Languages: English (fluent), Kiswahili (fluent), German (basic)

Additional Information

- Available for immediate employment

References

Mr Benedict

Director Kibo Safari Camp

Address: 49265-00100

Tell: 0722310231

Email: ben@kibosafaricamp.com

Mr James Simiyu

Human resource manager Diani Reef Beach Resort

Tell: 0729593736

Address: Diani beach 80400

Email: info@dianireef.com