**CURRICULUM VITAE**

**PERSONAL INFORMATION**

NAME : CALCINA ADHIAMBO OKUMU

MARITAL STATUS : MARRIED

RELIGION : CHRISTIAN

NATIONALITY : KENYAN

SEX : FEMALE

DATE OF BIRTH : 18TH SEP, 1985

LANGUAGES : FLUENT ENGLISH, KISWAHILI AND NATIVE

ADDRESS : P.O BOX 7972-00100, NAIROBI

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**CAREER OBJECTIVE:**

To build my career by incorporating my skills acquired in both academic and working area to achieve my goals.

**SUMMARY OF KEY STRENGTH AND SKILLS**

* Thirteen years’ experience as waitress in different restaurants.
* Customer service skills – Top notch communication skills and professional work ethic.
* Multi-tasking capability.
* Ability to work-in and lead a team – Good leadership/delegating abilities for supervising waiters’/ Waitress’ staff.
* Quick learner

**WORK EXPERIENCE:**

**MAY 2018 -TO DATE** : Tin Roof Café Karen – Head of Waitress

**APRIL 2016 APRIL 2018** : Karen Oasis Restaurant-Supervisor

**OCT 2012 – MARCH 2016** : Quepasa Bar & Bistro Waitress (Night Shift)

**FEB: 2012 – APRIL 2015** : Karen Country Club – Fitness Centre Attendant (Morning Hours)

**MARCH 2010 – JAN 2011** : Karen Country Club – Waitress

**JAN 2009 – JAN 2010** : Karen Country Club – Laundry Attendant.

**MAY 2007 – FEB 2008** : Thermopak Limited – Receptionist

**MAY 2006 – AUG 2006** : Maersksealand – Outside Catering

**EDUCATIONAL BACKGROUND:**

**MAY 7TH- 28TH 2012** : Customer Care Skills

**MARCH 2005 – JUNE 2006** : Diploma in Hotel & Catering Management.

From Prestige Advance Business College – Nairobi

**Units covered:**

* + - * + Food and beverage management
        + Front office operation
        + Restaurant services
        + Fundamentals of hotel
        + International business communication
        + French language – basic 1

**2002 – 2003**  : Kenya Certificate of Secondary Education – Mean Grade of C- (Minus)

From Lala Secondary School – Homabay

**1991 – 1999** : Kenya Certificate of Primary Education – Mean Grage of B – (Minus)

From Lake Primary School – Homabay

**OTHER QUALIFICATIONS:**

**NOV 2006 – JAN 2007** : computer proficiency

From prestige advanced Business College

**Units covered**

* Microcomputer
* Windows
* Keyboarding
* Ms word
* Ms access
* Ms excel
* Ms power point
* Internet & email

**HOBBIES:**

* Traveling
* Listening to music
* Swimming
* Playing netball

**REFEREES:**

1. **MR. DANIEL AMEYO**

CHAIRMAN

KAREN OASIS RESTAURANT

TEL: 0724319481

1. **PHANUEL S YONGE**

GYMKHANA MANAGER

KAREN COUNTRY CLUB

P.O BOX24816-00502

NAIROBI.