

**HENRY ODERO ODODA**

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## PERSONAL SUMMARY

Dedicated, versatile and goal oriented University of Nairobi, Bachelor of Commerce (Marketing) individual. With proven ability to effectively juggle multiple tasks while maintaining exceptional performance. Reliable team member who demonstrates effective interpersonal and communication skills key in establishing and maintaining strong ties with colleagues, senior personnel and clients.

## EDUCATION

**2015– 2020**      **University of Nairobi, Nairobi, Kenya**  
*Bachelor of Commerce*  
*Upper Second-Class Honors*

**2010 – 2014**      **Agoro Sare High School, Where, Kenya**  
*Kenya Certificate of Secondary Education*  
*Mean Grade A - (78points)*

**2002 – 2010**      **St. Josephs RC, Where, Kenya**  
Kenya Certificate of Primary Education  
Mean Mark 348

## WORK EXPERIENCE

Jan 2019 – Apr 2019	<b>Sales Intern - Tribe Hotels Group, Nairobi, Kenya</b> Calculating and drafting monthly revenue figures Assisting the sales team in drafting proposals and contracts Filling of the contracts and important documents
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**Jun 2019 – Jun 2020**      **Meeting and Events Assistant, Tribe Hotels Group, Nairobi, Kenya**  
 Carefully coordinating events preparation activities  
 Meet with clients and coordinate with them regularly  
 Plan, schedule and organize the events diary on the system  
 Responding to emails and direct calls from guests  
 Act as hotel ambassador  
 Assist the sales team in meeting the set targeted revenue goals

<b>July 2021 to Current</b>	<p><b>Guest Service and Events Executive</b></p> <p>Print report every shift and coordinate with Team leader for transfers</p> <p>Check and action traces in PMS on arrival and departure setting traces sensibly at all times</p> <p>To use PMS cashiering for all transactions</p> <p>To conduct check-ins and check-outs on Hotel PMS system, with accordance to procedure</p> <p>Conduct check-in and check-out on the Hotel PMS system with accordance to the procedure</p> <p>Handle the Financial Office jobs daily</p> <p>To maintain the hotel payroll system in order to ensure timely payment of wages according to the company's policies and procedures</p> <p>To be familiar with finance and hotel's SPI and to transfer documents correctly</p> <p>coordinating events preparation activities</p> <p>Assisting the Manager to run the guest House</p>
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## QUALIFICATIONS AND SKILLS

**Technical skills:** Microsoft (Intermediate)  
Word (Intermediate)  
Excel (Intermediate)  
Power-Point (Basic)

**Language:** English (Fluent)  
Kiswahili (Fluent)

**ACTIVITIES**

Member of the Young Men Christian Association (YMCA)  
Community services and nurturing talents of children under the age of 18

Member of Marketing Student Association, University of Nairobi

**References**

Available Upon Request