**CURRICULUM VITAE**

**Name & surname: Thomas Ojango Okatch.**

**Address : 00100-700, Babadogo, Nairobi.**

**Tel : 0759133206.**

**Email : ojango7154@gmail.com.**

**PERSONAL DATA**

**Nationality : Kenyan.**

**Sex : Male.**

**Marital status : Married.**

**Date of birth : 28/06/1986.**

**Place of birth : Nairobi.**

**CAREER OBJECTIVE**

**I will plan, organize, direct and control the hotel operations in the absence of the general manager.**

**Maximize profit through cost and labor control.**

**Carry out all policies and prepare reports established by the hotel and the general manager.**

**EDUCATION**

**2009-2013 : Bachelor of information and technology in Kenyatta university.**

**2004-2008 : Studied in Lang’ata Highschool.**

**1996-2004 : Studied in Church road primary school.**

**ADDITIONAL TRAINING**

**June – September 2012: Completed my computer studies in Microsoft office word and excel 2010 at YIKE.**

**1 JAN 2010 : Attended the road traffic law course and motorcycle driving skills.**

**2 Jul – 3 Aug 2011 : Basic customer service and also basic table service.**

**5 May – 20 Dec : Successfully completed the employee development and complain handling program.**

**WORKING EXPERINCE**

**2017-2021 current time : worked as a front desk manager at the Jerusalem international hotel**

**2015-2017 : Worked as front desk employee in the Safari hotel.**

**SKILLS**

**Communication : Very good with communicating and building working spirit with the employees.**