

# Kelvin Ouma Oduor

Mobile no: +254704451315

EMAIL:kelvinoduor1989@gmail.com

## 1. PERSONAL DATA

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Date of birth: 10.02.1989

Nationality: Kenyan

Religion: Christian

Gender: Male

Marital status: Married

## II. EDUCATION

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2017 may-july2017: **KENYA UTALIi COLLEGE**

Certificate in Housekeeping Techniques

April2023-May2023: Laundry and Dry Cleaning Techniques

March2024 to Match 28: Housekeeping Supervision

**2005- 2009: Brain House Secondary**

Kenya Certificate of Secondary Education

1996-2004: Driving Primary School

Kenya Certificate of primary Education

## III. PROFESSIONAL SKILLS OR EXPERTISE

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**2010- 2014:** **Gaterude Children Hospital**

Cleaning Department

**2015- 2021:** **Utali Hotel**

Housekeeping

**2022 to date** **Hillpark hotel**

Housekeeping

## IV. PERSONAL ATTRIBUTES

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- Result- oriented, flexible and open minded
- Team player, Accountable and integrity
- Passionate, able to learn and have good interpersonal skills

## **V. LANGUAGES**

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- Languages: English and Kiswahili, spoken and written

## **Hobbies and interests**

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- Reading
- Games
- Traveling

## **VII. REFEREES**

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Mr Benard Amaya

0724799891

Mr Benard Mbulua

0112557267



**KENYA UTALII COLLEGE**

**NAIROBI**

*Certificate of Merit*

(Pass)

**This is to certify that**

*Kelvin Ouma Oduor*

Having successfully undertaken the

**Housekeeping Techniques**

From 15<sup>th</sup> May, 2017 To 28<sup>th</sup> July, 2017

and having satisfied all the requirements appertaining thereto, is  
hereby awarded this certificate of merit.

In witness thereof, the seal of the College is hereunto affixed.

Director of Studies



Principal

Date: 12<sup>th</sup> September, 2017.

Ref No: PP/HK2/2017/044....

ISO 9001:2008  
Certified



*"Utumishi na Ukirimu"*



Authorized  
Training Center

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UNWTO THEMIS





**KENYA UTALII COLLEGE**  
NAIROBI

## **CERTIFICATE OF ATTENDANCE**

*This is to certify that*

*Kevin Ouma Oduor*

has attended a

**REFRESHER COURSE**

in

**LAUNDRY AND DRY CLEANING TECHNIQUES**

From 24<sup>th</sup> April, 2023 to 5<sup>th</sup> May, 2023

in which the following was offered:

- ROLE OF LAUNDRY DEPARTMENT IN A HOTEL
- CONTROL AND CONSERVATION OF SUPPLIES
- LAUNDRY AND DRY-CLEANING PROCEDURES
- CARE AND MAINTENANCE OF MACHINES
- OCCUPATIONAL HEALTH AND SAFETY
- FIBRES AND FABRIC KNOWLEDGE I
- CONTROL OF CLEANING AGENTS
- SOCIAL ASPECTS OF TOURISM

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Director of Studies  
Kenya Utalii College

Principal  
Kenya Utalii College

DATE: 5<sup>th</sup> May, 2023

REF NO: CA/LT1/2023/2



**KENYA UTALII COLLEGE**  
NAIROBI

## **CERTIFICATE OF ATTENDANCE**

*This is to certify that*

*Kevin Ouma Oduor*

has attended a

**REFRESHER COURSE**

in

**HOUSEKEEPING SUPERVISION**

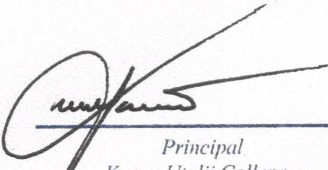
From 18<sup>th</sup> March, 2024 to 28<sup>th</sup> March, 2024

in which the following was offered:

- DEVELOPING AND MANAGING STANDARD OPERATING PROCEDURES
- ENHANCING WORKPLACE SAFETY AND SECURITY
- SUPERVISION AND THE MANAGEMENT PROCESS
- LEADERSHIP SKILLS, STYLES AND QUALITIES
- CONTROLLING HOUSEKEEPING OPERATIONS
- TRAINING AND DEVELOPING EMPLOYEES
- EFFECTIVE EMPLOYEE COMMUNICATION
- EFFECTIVE STAFFING AND SCHEDULING
- SUPERVISOR'S ROLE IN MANAGEMENT
- MOTIVATING PEOPLE AT WORK
- SOCIAL ASPECTS OF TOURISM
- GUEST RELATIONS

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Director of Studies  
Kenya Utalii College

  
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Principal  
Kenya Utalii College

DATE: 28<sup>th</sup> March, 2024

REF NO: CA/HS1/2024/9