

CURRICULUM VITAE
ADDRESS P.O BOX 18148-20100 NAKURU
Email: graceaston@gmail.com
Cell phone: 0701295495

PERSONAL INFORMATION

Name : Grace Njeri Wacera
ID Number :35822976
Date of Birth :16/01/1998
Nationality : Kenyan
Languages : Fluent both in writing and speaking English, Kiswahili.
Religion : Christian Marital
Status : Married
Gender : Female

CAREER OBJECTIVES:

- ◆ To apply knowledge, skills and experience acquired during my former work place, uphold professionalism and integrity to enhance productivity of the organization in meeting their desired objectives.
- ◆ To be part of a team working towards offering the best and meeting objectives of the organization.

PERSONAL PROFILE:

I am a highly motivated individual with the capacity to work under minimum supervision. I am a diligent worker with good work ethics, I pay attention to details, a good team player and communicator. I also know how to prioritize task and meet set datelines, I am a determined and self-inspired person. I am able to work well on own initiative and as part of a team. I am flexible and ready to learn and always seek to improve on my performance.

PROFESSIONAL AND ACADEMIC QUALIFICATIONS:

2005-2012 : Rutara Primary School – Kenya Certificate of Primary Education.

2013-2016 : Rutara Secondary School – Kenya Certificate of Secondary Education

Jan 2018 – Nov 2018 : Sarova Hotel in Nakuru – Worked as a waitress.

2020 – 2022 : Kioo Min-Super

SKILLS & COMPETENCIES:

- Fast learner, Self-starter, Innovative, Strategic thinker, Flexible and Result oriented.
- Ability of working to tight deadlines with limited resources.
- Highly organized, proactive, hardworking, focused, & have attention to detail.
- Team Player and ability to interact freely but professionally with my colleagues at workplace.
- Good Leadership Skills, High degree of honesty and integrity.
- Proficient with word processing, excel spread sheets and power point.
- Ability to perform my duties without/minimal supervision.
-

INTERESTS:

1. Career advancement.
2. Making new friends and maintaining old ones.
3. Offering guidance and counseling.
4. Reading trending news.
5. Listening to music and watching movies

Referees

1. Winnie Wanjiku

Supervisor Sarova Hotel

Phone : 0759202738

2. John Gatheru

Manager Kioo Min-Supermarket

Phone : 0715565383