
FREDRICK KIMUTAI

PROFILE

OBJECTIVES

A motivated and dedicated individual seeking work in an organization with opportunities for me to take challenges, utilize my knowledge and skills to attain organizational goals and become a leading professional.

CONTACT

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Trimbleston , Roebuck

Goatstown Road

ACTIVITIES AND INTERESTS

Theater • Environmental conservation • Art • Hiking • Track and Field Running • Travel

EDUCATION

Bsc Hons Computer Science

Dublin Business School

High school Diploma

St Joseph's Boys High School -
Kitale

Certifications:

MANUAL HANDLING-Future Proof
training

HACCP- Future Proof Training
Chemical Safety HSe

EXPERIENCE

**Waiter (Noel Agency Intercontinental Dublin IHG
Hotel)** January 2024-Current

"Serving luxury with grace"

- **Delivered exceptional service:** Provided attentive and professional service to guests in line with the InterContinental Dublin's high standards.
- **Enhanced guest experience:** Ensured a seamless dining experience through clear communication, accurate order taking, and efficient service.
- **Maintained a luxurious atmosphere:** Contributed to an elegant dining experience by keeping tables meticulously set, polishing cutlery and glassware to a sparkling shine, and ensuring the environment remained pristine.

Additional Skills:

- **Menu Knowledge:** Possessed a thorough understanding of the InterContinental Dublin's menu, offering informed recommendations to guests.
- **Five-Star Presentation:** Ensured impeccable presentation of food and beverages, exceeding guest expectations through meticulous polishing of cutlery and glassware.
- **Discretion and Confidentiality:** Maintained guest privacy and handled sensitive information with professionalism.
- **Teamwork:** Collaborated effectively with colleagues to deliver an exceptional dining experience for all guests.

MAP EVALUATOR (PEROPTYX IRELAND) APRIL 2024-CURRENT

- **Assessing the accuracy of map data:** checking street names, building locations, points of interest, and routing information. They would likely be comparing this data to real-world information and flagging any discrepancies.
- **Evaluating the usability of maps:** testing how easy it is to find things on a map, get directions, and navigate to a destination.
- **Identifying areas for improvement:** identify areas where map data or functionality could be improved.
- **Contributing to the development of better maps:** By providing feedback and insights, improving the quality and usability of maps.
- **Researching information:** Evaluators may need to researching online and consulting other resources to verify the accuracy of map data.

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- **Providing written feedback:** document t findings and recommendations in a clear and concise way.
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JANUARY-FEBRUARY 2024: NOEL AGENCY

Sales Assistant (Aviva Stadium -

- **Thrived in a fast-paced environment**, efficiently handling high customer volume during events and peak hours.
- **Ensured impeccable cleanliness and organization**, maintaining the bar area to high hygiene standards throughout shifts.
- **Mastered active listening and order accuracy**, consistently delivering drinks tailored to customer preferences, exceeding expectations.
- **Developed strong product knowledge**, offering informed recommendations that increased sales and customer satisfaction.
- **Demonstrated effective multitasking**, juggling order taking, preparation, payment processing, and maintaining cleanliness effortlessly.
- **Showcased responsible cash handling**, ensuring accurate transactions and financial integrity while managing multiple orders.
- **Collaborated effectively with colleagues**, contributing to a smooth operation and positive work environment.

JUNE 2023 TO DECEMBER 2023: GENERAL/WAREHOUSE OPERATIVE

(ITEN DISTRIBUTORS WHOLESALERS)

- **Order Fulfilment:** Picked and prepared items for shipment accurately and efficiently.
- **Packaging and Labelling:** Packaged products securely and labelled packages correctly.
- **Quality Control:** Inspected products for defects before shipment.
- **Shipping and Receiving:** Received and organized incoming shipments, prepared outgoing shipments.
- **Health and Safety Compliance:** Adhered to safety regulations, used PPE, followed safe lifting practices.
- **Equipment Operation:** Operated forklifts and pallet jacks safely and efficiently.
- **Organization and Cleanliness:** Maintained a clean and organized warehouse environment.
- **Communication:** Liaised with team members and supervisors to coordinate tasks.
- **Problem Solving:** Addressed inventory and shipment discrepancies promptly.
- **Teamwork:** Collaborated with colleagues to achieve goals.

JANUARY 2023 TO DECEMBER 2023: TULIN TRUCKING AND LOGISTICS LLC, TENNESSEE UNITED STATES

- Developed and implemented routines and timetables for truck servicing, ensuring regular maintenance and minimizing downtime.
- Served as the primary point of contact for internal and external stakeholders.
- Answer and direct phone calls, emails, and inquiries in a professional manner.
- Schedule and coordinate meetings, conferences, and events, including travel arrangements when necessary.
- Ensured meticulous record-keeping and accounting for all paperwork, including drivers' taxes, to maintain regulatory compliance and financial accuracy.

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- Ensure timely distribution of meeting agendas, materials, and follow-up documentation.
- Accurately enter and update data in databases and information systems.
- Maintain confidential records and ensure compliance with data protection policies.
- Provide excellent customer service to clients, visitors, and employees.
- Address queries and issues promptly and professionally.
- Assist in managing budgets, processing invoices, and tracking expenses.
- Collaborate with finance and accounting teams to ensure accuracy in financial documentation.

DECEMBER 2021- 28TH APRIL 2023: ATHLETICS TRAINING CAMP (TRACK AND FIELD) RUNNING ROYALS ATHLETICS CENTRE-ITEN

Middle Distance Training (3000m(8.37 pr) ,5000m(14:40pr), 10,000m(32:06 pr) and cross country running.

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • Strong interpersonal & communication skills • MS Office Suite • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organisational skills • Poised under pressure Food preparation and sanitation

- Kitchen equipment operation
- Recipe following and food safety guidelines adherence
- Teamwork and communication
- Attention to detail and time management
- Customer service

Projects

Self-Learning in Web Development

Duration: March 2022-Date

Undertaking an intensive self-learning project to enhance my skills in web development. • Doing online courses in HTML and CSS and JavaScript in (FreeCode Camp and Udemy) and building my own portfolio website.

- Started Learning Python and MySQL for database management (Scrimba and FreeCode Camp)

• REFEREES

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**FREDRICK
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