

FIDELIS MURIITHI

Manama, Bahrain

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PERSONAL PROFILE

- Date of Birth : 09/08/1997
- Age :23
- Nationality : Kenyan
- Known Languages : English and Swahili
- Marital status : Single
- Gender : Female

CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

EDUCATION

- **AIRWAYS TRAINING INSTITUTE**
Certificate in computer skills
2015
- **MOMBASA AIRWAYS TRAINING INSTITUTE**
Diploma in cabin crew in duties
2015
- **HIGHGATE SECONDARY SCHOOL**
High school diploma
2014

EXPERIENCE

- **RITA MANPOWER COMPANY(sanad,Bahrain)**
SECRETARY/SUPERVISOR

ROLES:-

- *Greet and welcome guests.
- *Answer incoming calls and direct or keep messages.
- *Answer questions and address complains.
- *Typing,preparing and collating reports.
- *Monitoring office supplies and keeping front office tidy.

- **ZUDCO ENTERPRISES(Mombasa Kenya)**
SECRETARY OFFICE MESSENGER

ROLES:-

- *Welcoming guest,providing direction and any other guest related assistance.
- *Answer and direct incoming calls.
- *Pick up and deliver messages,documents,packages to offices and other departments.

- **CAMELS JOINTS CAFÉ(Mombasa,Kenya)**
WAITRESS SERVICES

ROLES:

- *Offer menu's while suggesting food and beverages.
- *Set up tables in accordance with restaurant policy.
- *Serve food and beverages.
- *Collect payments.

- **CAFÉ ARABIKA SHOP(Mombasa,Kenya)**

WAITRESS SERVICES

ROLES:

- *Offer menu's while suggesting food and beverages.
- *Set up tables in accordance with restaurant policy.
- *Serve food and beverages.
- *Collect payments.

- **SAFARICOM LIMITED(Nairobi,Kenya)**

SALES AGENT

ROLES:-

- *Register new customers to mobile money transfer.
- *Perform transactions on behalf of clients I.e deposit and withdrawals of money.
- *Answer any questions regarding mobile money services.
- *Selling of new simcards and mobile recharge cards.

- **CITY MILLENIUM RESTAURANT(Mombasa,Kenya)**

WAITRESS AND COUNTER SERVICES

ROLES:-

- *Offer menu's while suggesting food and beverages.
- *Set up tables in accordance with restaurant policy.
- *Serve food and beverages.
- *Collect payments.

SKILLS

- CUSTOMER SERVICE
- FRONT OFFICE WORK EXPERIENCE
- EXCELLENT COMMUNICATION SKILLS
- COMPUTER LITERATE
- FAST LEARNER WITH GOOD PROBLEM SOLVING ABILITIES
- SELF MOTIVATED,GOAL ORIENTED AND WELL ORGANIZED

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