***Curriculum Vitae***

**Margaret Kimani**

P.O Box 8627-00200 Nairobi, Kenya

Telephone no: +254 724 348 434 Email: [margmkim@yahoo.co.uk](mailto:margmkim@yahoo.co.uk)

|  |  |
| --- | --- |
| **Personal Profile** | |
| I am a highly dedicated professional with over 9 year’s diverse experience. I have a track record of success providing strategical support to maximize profitability of the company. I also have demonstrated ability to liaise with businesses and provide well-place financial information and advice, and first-hand experience in effectively reviewing the company’s systems and analyzing possible risk factors. Eager to apply expertise in reviewing company systems and analyzing risks, along with performing tests to check financial systems and strategies. I am also adept at facilitating growth by developing various levels of organization and building cohesive teams. Collaborate effectively with senior management to align defined objectives to achieve mission-critical results. I am to work in a reputed organization with professional working environment which utilizes my existing portfolio of skills at maximum potential and provides opportunities for expanding and refining them while executing critical services towards the prosperity and growth of organization. |  |

|  |  |
| --- | --- |
| **Education** | |
| |  |  | | --- | --- | | **2002 - 2006** | **Bachelor of Science in Hospitality and Tourism** | | Kenyatta University |  |  |  | | --- | --- | | **1997 - 2000** | **Kenya Certificate of Secondary Education** | | Hill School Eldoret | |  |

|  |  |
| --- | --- |
| **Professional Qualifications** | |
| * **2018:** CPA II; KASNEB |  |

|  |  |
| --- | --- |
| **Skills** | |
| * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Team Work**: I am a resourceful team player with ability to build trusting and cohesive teams with both customers and colleagues. * **Flexibility and Adaptability**: I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas. * **Priorities and Decision Making:** A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making. * **Leadership and Management Skills**: I am a goal driven leader who maintains a productive climate and confidently motivates, mobilizes and coaches team members to meet high performance standards. * **Computer Skills:** Proficient in Ms Word, Ms Excel, Power Point, Email and Internet. |  |

|  |  |
| --- | --- |
| **Work Experience** | |
| |  |  | | --- | --- | | **July 2017 to March 2020** | **Nairobi Safari Club** | | **Position:** Front Office Manager  **Responsibilities:**   * Increased patronage into the hotel Rooms and conferences by 45% translating to an increase in revenue of $ 25,000 per month * Increased online visibility and pricing of the hotel facilities thereby increasing room sales * Manage day to day activities of Front Office department * Ensure revenue targets for the department is met * Identify training needs and train Front Office staff weekly * Formulate and enforce Standard Operating Procedures for Front Office Department * Recruit and induct new staff, identify potential in existing staff and grow their career  |  |  | | --- | --- | | **March 2014 to June 2017** |  | | **Position:** Accountant - Revenue Control  **Responsibilities:**   * Perform periodical bank and cash accounts reconciliation * Saved the hotel $48,000 in 2 years by identifying fraud and ensuring recovery was done. * Maintain Training Levy and Output VAT Accounts. * Formulate and enforce control systems for Points of Sale. | | | |  |  |  | | --- | --- | | **Dec 2011 - June 2013** | **DynCorp International -Camp Dwyer** | | **Position:** Admin Assistant Sr. (Power Gen)  **Responsibilities:**   * Saved the company an equivalent of $8,000 by maintaining required Inventory for Generator Parts. * Ensured smooth departmental operations by observing strict reorder level from Material Yard. * Minimized downtime by creating and maintaining a Generator Service Schedule. * Maintain a good record keeping standard as required by the Customer. * Perform Admin duties as allocated by Supervisor | |  |  |  | | --- | --- | | **Oct 2010 - Dec 2011** | **Sarova Stanley Hotel -Nairobi** | | **Position:** Hotel Assistant Manager -Operations  **Responsibilities:**   * Increase client satisfaction by handling all guest complains from all departments to completion. * Perform budgeting for Front Office Department. * Conduct weekly Financial Reviews for each Outlet to determine its profitability and map strategies for achieving desired Results. * Perform Brand Standards audits. * Perform Employee appraisals for Front Office twice a year. * Monitor costs and formulate ways for cost reduction. | |  |  | | --- | | **Other Positions Held** | | * **Jan - Oct 2010:** AssistantFront Office Manager at Sarova Taita and Saltlick Lodge * **Oct 2008 - Dec 2009:** Management Trainee at Sarova Hotels * **July 2006 - Oct 2008:** Food and Beverage Supervisor at Kivi Milimani Hotel | |  |

|  |  |
| --- | --- |
| **Additional Information** | |
| |  | | --- | | **Awards and Achievements**   * 2016: Employee of the Year; Nairobi Safari Club * 2016: Employee of the Quarter; Nairobi Safari Club (Twice) * 2013: Awarded coins of appreciation for excellent Customer Service in support for the United States Marines and Army by the United States Government * 2011 - 2013: Awarded many Certificates of Excellence and outstanding service; DynCorp International * 2012: Employee of the month; DynCorp international * 2007: Employee of the month; Kivi Milimani Hotel | |  |

|  |  |
| --- | --- |
| **Referees** | |
| John Ndirangu Njoroge Chief Accountant, Nairobi Safari Club Telephone no: +254 786 888 813 Email: [Jnjoroge@nairobisafariclub.com](mailto:Jnjoroge@nairobisafariclub.com)  Franklin Manduku Group Human Resources Manager, Sarova Hotels Telephone no: +254 709 111 000 Email: [franklin.mandulku@sarovahotels.com](mailto:franklin.mandulku@sarovahotels.com)  Willie Mwadilo General Manager, Sarova Taita and Saltlick Telephone no: +254 722 410 294 / +254 733 931 036 [Willie.Mwadilo@sarovahotels.com](mailto:Willie.Mwadilo@sarovahotels.com) |  |