

## **DENNIS NJOROGE WAIRIMU**

Phone: +254 719194666 | Email: denonjoro1@gmail.com

Current Location: Kenya

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### **PROFESSIONAL SUMMARY**

A highly motivated and adaptable professional with a proven track record in ICT, Construction, and management. Passionate about delivering exceptional service, I consistently strive to exceed expectations through attention to detail, effective teamwork, and a commitment to excellence. With hands-on experience in event coordination, and customer relations, I am dedicated to fostering positive work experiences while continuously expanding my skills and contributing to the success of any organization I am part of.

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### **CAREER OBJECTIVE**

Eager to thrive in a dynamic position within the construction, and management industry, where I can apply my extensive skills in building service, inventory management, general services protocol to deliver outstanding guest experiences. I am committed to contributing to the organization's growth by optimizing operational processes, fostering teamwork, and maintaining the highest standards of quality and professionalism, while continuously advancing my expertise and achieving long-term career development in this field.

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### **KEY SKILLS**

- **Inventory Management:** Efficient stock control and waste minimization.
- **Food Safety:** Strong adherence to sanitation protocols.
- **Time Management:** Skilled in prioritizing tasks and multitasking effectively.
- **Attention to Detail:** Ensuring accuracy in service and operations.
- **Communication Skills:** Excellent interpersonal and teamwork abilities.
- **Adaptability:** Quick to adjust in dynamic environments.
- **Problem-Solving:** Effective at identifying and resolving issues.
- **Customer Service:** Focused on delivering exceptional guest experiences.
- **Event Coordination:** Organizing and managing events to ensure smooth execution.
- **Sales Promotion:** Skilled in upselling services and products to enhance guest satisfaction.
- **Conflict Resolution:** Addressing guest concerns and resolving issues promptly and professionally.

### **PROFESSIONAL EXPERIENCE**

#### **Casual Worker | Cooperative Retreat and Conference Center, Karen**

**Position: Construction Assistant**

- Practiced punctuality and personal competence as a construction assistant.
- Adhered to service time upon goods' arrivals.
- Committed to the organization's goal to meet supervisor's needs.

**Engedi, Nairobi****Position: Assistant manager**

- Appointed section team leader for 11 Masons at a church construction site at Deliverance Church Langata.
- Maintained a good relationship with other Team leaders to achieve effective outcomes.
- Coordinated service under head waiter's direction, improving team efficiency.

**Destiny Gardens, Ruiru****Position: Cashier**

- Performed stock-taking for previous day operations.
- Sold wristbands for activities and suggested family platters.
- Presented receipts and offered change to customers.
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**Entim Sidai Hotel, Karen****Position: Room Attendant**

- Checked guests in and escorted them to rooms.
- Reorganized rooms and replaced linens.
- Polished wooden floors with special cleaning agents.

**Position: Bartender**

- Prepared hot beverages (Cappuccino, Latte, Americano).
- Mixed cocktails, including Sidai's signature drinks.
- Learned alcoholic beverage pairing and stock management.

**EDUCATION****Certificate in Information Communication technology**

Jomo Kenyatta university of Agriculture and Technology (2019 – 2022)

**Kenya Certificate of Secondary Education (KCSE)**

Kathiani Boys School (2014 – 2017)

**Kenya Certificate of Primary Education (KCPE)**

Mwiki Primary School (2004 – 2013)

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**LANGUAGES**

- English

- Swahili
- Kenya Sign Language (Intermediate)

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- **VALUES & PERSONAL ATTRIBUTES Integrity:** Upholding honesty and professionalism in all tasks and responsibilities.
- **Dedication:** Committed to achieving organizational goals and exceeding expectations.
- **Service Excellence:** Passionate about delivering outstanding guest experiences and maintaining high standards.
- **Teamwork:** Valuing collaboration and fostering positive relationships with colleagues to achieve shared success.
- **Continuous Learning:** Embracing opportunities for growth and skill enhancement to remain adaptable in the dynamic hospitality industry.

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## **REFEREES**

### **Madam Jessica Ithewa**

Principal kathiani boys high school

Phone: +254 722 228 360 | Email: mwemah1234@gmail.com

### **Joseph Njoroge**

Head of Department: Institutional Management

Karen Technical Training Institute for the Deaf

Phone: +254 0113333132

### **Mr. Joseph Wanjohi**

Registrar, Jkuat

Phone: +254 793718037



# CERTIFICATE

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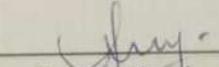
## OF PARTICIPATION

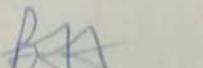
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This certificate is awarded to

*Dennis Njoroge Wairimu*

for participating in the call for essays themed  
*Supporting Economic Transformation through Youth Entrepreneurship, Skills Development and Employment*  
at the 5<sup>TH</sup> KIPPRA ANNUAL REGIONAL CONFERENCE 2022  
held in Nairobi on 15<sup>th</sup> - 17<sup>th</sup> June 2022

  
Dr. Rose Ngugi  
Executive Director

  
Dr. Benson Ateng  
Board Chair

# BARTEK INSTITUTE

ELDAMA RAVINE

*Certificate in Computer Applications:*

**Awarded**

**To**

*Dennis Njoroge Waitimu*

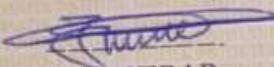
For having fully satisfied all requirements and attaining the  
following Grades in:

1. INTRODUCTION TO COMPUTERS	*DISTINCTION*
2. WINDOWS OPERATING SYSTEM	*DISTINCTION*
3. MICROSOFT WORD	*CREDIT*
4. MICROSOFT EXCEL	*DISTINCTION*
5. MICROSOFT POWERPOINT	*DISTINCTION*
6. MICROSOFT ACCESS	*CREDIT*
7. INTERNET AND E-MAIL	*DISTINCTION*
8. KEYBOARDING	*CREDIT*
9. ADOBE PAGEMAKER	*DISTINCTION*
10. MICROSOFT PUBLISHER	*CREDIT*
11. COMPUTER MAINTENANCE	*DISTINCTION*
12. NETWORKING ESSENTIALS	*CREDIT*
13. MICROSOFT OUTLOOK	*DISTINCTION*
14. MICROSOFT INFOPATH	*CREDIT*
15. CDBURNING/WRITING	*DISTINCTION*

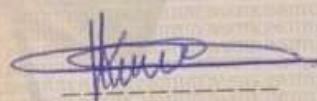
*Overall Grade \*DISTINCTION\**

*Dated this 3rd Day of June 2020.*





REGISTRAR



PRINCIPAL

This certificate is not valid without seal

# The Kenya National Examinations Council



## KENYA CERTIFICATE OF PRIMARY EDUCATION

### KCPE

This is to certify that the candidate named below sat for the Kenya Certificate of Primary Education examination in the subjects shown and attained the grades indicated.

NAME: DENNIS NJOROGE WAIRIMU	20405105/007
MUKARARA PRIMARY SCHOOL	20405105
SUBJECT	GRADE
ENGLISH LANGUAGE	B (PLAIN)
KISWAHILI	B (PLAIN)
MATHEMATICS	C+ (PLUS)
SCIENCE	B (PLAIN)
SOCIAL STUDIES AND RELIGIOUS EDUCATION	B (PLAIN)

EXAMINATION OF 2013  
PRINTED : 161018:06563268



Chief Executive Officer  
Kenya National Examinations Council

Chairman  
Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE/ 13

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