

CURRICULUM VITAE

Duncan Waweru Kinyua

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Languages: English, Kiswahili, German



CAREER OBJECTIVE

A disciplined and self-driven professional seeking a challenging role to apply my skills, creativity, and commitment toward achieving organizational goals and personal growth.

CORE COMPETENCIES & ATTRIBUTES

- Strong organizational and multitasking skills
- Excellent communication and interpersonal abilities
- High level of integrity and accountability
- Reliable, dependable, and able to work under minimal supervision
- Detail-oriented and goal-focused
- Open-minded, adaptable, and eager to learn

WORK EXPERIENCE

Dreamlight Communications Ltd (Kenya)

Position: Office Administrator

Period: May 2021 – Present

- Manage and organize company files, records, and databases.
- Handle correspondence including emails, phone calls, and mail.
- Schedule meetings, appointments, and travel arrangements.
- Prepare reports, memos, and presentations for management.
- Maintain office supplies and oversee procurement when necessary.
- Ensure an efficient filing and documentation system is maintained

Professional Security services (QATAR)

Position: Security Officer

Period: Feb 2018 - March 2020

- **CCTV Surveillance:** Monitored and reviewed live and recorded CCTV footage to detect suspicious activity, unauthorized access, and potential safety hazards.
- **Access Control:** Controlled entry and exit points by verifying identification, maintaining visitor logs, and preventing unauthorized access.
- **Patrolling and Inspection:** Conducted regular patrols to ensure security of property, personnel, and assets, while checking doors, gates, and equipment for proper functioning.

- **Incident and Emergency Response:** Responded promptly to alarms, fire alerts, and medical emergencies, following established safety and reporting procedures.
- **Reporting and Documentation:** Prepared accurate daily reports on incidents, security breaches, and routine observations to support operational accountability.
- **Customer and Visitor Assistance:** Provided courteous guidance and assistance to staff and visitors while maintaining a professional image of the organization.
- **Rule Enforcement:** Ensured compliance with company policies, health, and safety regulations, while preventing theft, vandalism, and disorderly conduct.

G4S QATAR

Position: Kitchen Steward

Period: March 2015 – April 2017

- Assisted chefs in food preparation, cooking, and plating to ensure timely service.
- Maintained cleanliness and organization of the kitchen, equipment, and workstations.
- Helped with receiving, storing, and rotating food supplies to maintain freshness and reduce waste.
- Ensured strict compliance with food safety and sanitation regulations (HACCP standards).
- Supported chefs and kitchen staff during service and food presentation.
- Operated and maintained dishwashing and cleaning equipment safely and efficiently.
- Followed safety and hygiene protocols, including proper use of cleaning chemicals and PPE.

EDUCATION BACKGROUND

Technical University of Mombasa, Diploma in Hotel and Institution Management
Sept 2012 – Dec 2014

Shalom IT Centre, Certificate in Information Technology (IT)
Jan 2011 – March 2011

Kangemi High School, Kenya Certificate of Secondary Education (KCSE)
Jan 2006 – Dec 2010

REFEREES

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