

CURRICULUM VITAE PERSONAL DETAIL

NAME GRACE WAITHIRA MAINA
DATE OF BIRTH 16.11.1999
MARTIAL STATUS SINGLE
GENDER FEMALE
NATIONALITY KENYAN
RELIGION CHRISTIAN



CAREER OBJECTIVE

To work in a challenging flexible environment, bring in a fresh profession idea if needed in the company and a flexible team player in helping the company reach its target as well as gaining experience and improving my professional knowledge.

SKILLS AND STRENGTH

- Positive team player with an outstanding work ethics and dependable
- Easy adaption to new activities and eager for new challenges
- Courteous and considerate
- Consistent to duty
- Well, regarded for, written and oral communication skills

EDUCATION BACKGROUND

2022-2024 NATIONAL YOUTH SERVICE CERTIFICATE
N.YS CERTIFICATE OF TRAINING

2019 KIWAN COMPTURE COLLEGE
COMPTURE CERTIFICATE

2015-2018 LARMUDIAC MIXED SECONDARY SCHOOL
KENYA CERTIFICATE OF SECONDARY SCHOOL

2006- 2014 MUTIUME PRIMARY SCHOOL
KENYA CERTIFICATE OF PRIMARY EDUCATION

WORK EXPERIENCE

DECEMBER 2019-2022
JOWARISE AGENCY LIMITED
POSITION: SECRETARY ASSISTANCE

- Welcome visitors and clients.
- Answer phone calls.
- Respond to emails.
- Schedule meetings.
- Prepare conference rooms for meetings.
- Make travel arrangements for executives.
- Print and copy documents as needed. Manage office supply inventory. Help with accounting tasks.

2024 -2025 TOTAL VIGILANT SECURITY SERVICE

Position: security guard

- *Creating a safe and secure environment by deterring crime, responding to emergencies, and providing a visible presence of authority. Ensuring the Safety of Personnel, Property, and Assets on Site.*
 - Monitoring and Controlling Access to the Premises.
 - Responding to Emergencies and Incidents.
 - Conducting Regular Patrols and Inspections.
 - Maintaining Accurate and Detailed Incident Reports.

HOBBIES /INTEREST

- Travelling and adventure
- Socializing
- Dancing
- Listening music

REFERENCE

JOWARISE AGENCY LIMITED

MANAGER

MR JOSEPH WAMBUGU

0718318102

TOTAL VIGILANT SECURITY SERVICE LIMITED

MANAGER

MR MOSES MUNENE

0739604788