

CURRICULUM VITAE

PERSONAL DETAILS

Name: GEOFREY ODHIAMBO.

Gender: Male.

Languages: English, Swahili, Kenyan Sign Language

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CAREER PROFILE SUMMARY

As a social worker professional, I have a knack for ensuring proficiency and quick delivery of results in all assigned tasks in line with my profession. Some of the roles I have engaged in include interviewing and integration of offenders and victims in the justice system. The skills I acquired through my experience include, crime mapping skills, probing skills, counseling skills, interviewing skills, problem solving skills, offender profiling, crime prevention skills. A personal and hardworking sales representative, who is able to work with a team and achieve objectives.

Determined to work without supervision and achieve organisational goals and the set objectives.

Adaptable to new working conditions or area and ready to take up and solve new challenges at my workplace.

I am avid team player and I can ensure the roles accorded to me effectively undertaken, I'm currently looking for an opportunity to further advance in my career and leverage my competencies to achieve organizational goals. An extension to hospitality and hotel management, I am an excellent customer service provider.

PERSONAL ATTRIBUTES

- Excellent reporting skills.
- Working in partnerships to meet organizational goals
- Keen on equality and fairness for all to meet clients' expectations.
- Industrious, morally and socially upright, honest, flexible and innovative especially in challenging situations.
- Rooted to integrity standards built in virtues of Christianity.
- Enjoy working both individually and cooperatively to meet targets with or without

EXPERIENCE.

SEPTEMBER 2018 TO NOVEMBER 2018.

ORGANISATION: JUDICIARY(NYAMIRA LAW COURTS, TYPING CHAMBER, CIVIL REGISTRY)

POSITION: ATTACHEE

RESPONSIBILITIES:

1. Typing court proceedings, letters reports, orders, notices and course list.
2. Filing office and legal documents
3. Handling correspondences
4. Scanning documents
5. Photocopying documents
6. Inter-netting and responding to e-mails
7. Receiving clients to appropriate staff/office
8. Attending meetings
9. Taking and preparing minutes
10. Trained on how to handle work with confidentiality and keep secrecy of the legal office documents.

FEBRUARY TO MAY 2021

ORGANISATION: PROBATION OFFICE; NYAMIRA COUNTY.

POSITION: ATTACHEE

RESPONSIBILITIES:

1. Visiting court referral registry to note files that have been given new dates of postponement.
2. Receiving in the office clients and giving them new reporting dates
3. Visiting police station to conduct interview and counselling of offenders
4. Drafting pre-bail, presentence reports and presenting to court
5. Updating PACS data in the computer system
6. Visiting court on a daily basis to hear out please and note referred files
7. Assigning duties to probationers who come to report, supervising offenders put on C.S.O.
8. File management.

JANUARY TO MARCH 2022

ORGANISATION: SAM'S PLACE SPECIAL SCHOOL FOR DEAF; RONGO

POSITION: ATTACHEE

RESPONSIBILITIES:

1. Socializing with the hearing impaired pupils, students.
2. Helping in solving disputes in case of any among the students or pupils
3. Taking lessons with the pupils/ students in their respective classes and play grounds.

APRIL 2022 TO 2024

ORGANISATION: 3DS HOTEL[LINDA SERVICES]

POSITION: RECEPTIONIST/RESERVATION

RESPONSIBILITY:

1. Taking reservations on phones, emails and correspondence
2. Customer service satisfaction
3. Accurate Data input and and updation of system documents
4. Attending meetings
5. Team building an maintaining team spirit. Good relation with both clients and staff members

MAY 2024 TO 2025

ORGANISATION: HOMES HEART PROPERTIES

POSITION: SALES EXECUTIVE

RESPONSIBILITY:

1. Maintaining team spirit and working together to achieve company's set goals
2. Providing necessary information to clients
3. Promoting and selling company properties to the clients
4. Marketing of properties locally and internationally using social media platforms.

EDUCATION BACKGROUND

Certificate in Kenyan Sign Language;

Kenya institute of special Education; 2021 SEP TO NOV

Certificate in hotel management

Bondo technical institute 2021-2023

Diploma in Social Work and Community Development.

Siaya Institute of Technology. 2019-2021

Diploma in Computerized Secretarial Studies and front desk management

Siaya Institute of Technology; 2017-2018

Certificate in Computer studies

Chapason Computer School; 2016-2017

Kenya Certificate Of Secondary Education.

St. Andrew's GINGO secondary school.2013-2016

Kenya Certificate of Primary Education.

Gingo Primary school; 2005-2012

PERSONAL HOBBIES AND INTERESTS

1. Helping the less fortunate in the society
2. Socializing/affiliation and networks
3. Learning and sharing new ideas

KEY SKILLS AND COMPETENCIES.

- **Interviewing skills** I obtained this skill during my internship, I have interacted with criminals in prison to enhance me come up with court reports
- **Interrogation skills** I acquired this through interrogation of victims and offenders while under probation
- **Sales and marketing skills.** Promoting and selling products and services locally and internationally through social media platforms and through physical means.
- **Investigation skills** obtained this skill when helping in recovering lost items for those under probation care.
- **Criminal justice system procedures** during my attachment, I used to work with the court clerks, police in courts and prison heads to understand the criminal justice system.
- **Communications:** Experienced in interacting well with clients in a clear and concise manner, expressing ideas accurately and ensuring professional communication is maintained with clients.
- **Organization skills:** An organized individual with the ability to juggle many duties at the same time and ensuring that the daily running of the office goes on smoothly by coordinating all the necessary processes to that will lead to this.
- **ICT Competence:** Knowledge in dealing with MS suites including the internet and emails. I learnt this while using a computer and I have practiced this while in my attachment.
- **Office management:** I have obtained various office management skills while in my volunteering office work which I undertook for over 4 months in the disability office Nyamira county.
- **Social service work;** having worked under probation office and in the Residential Magistrate Chambers, I gained experience on how to serve the society through various ways e.g. service delivery.
- **Hospitality.** I have the competency in working with hospitality institutions e.g. hotel jobs like; Barista attendant, Waiter, Juice vendor, worked in the bakery, under Autovent limited Swahili dishes, 3Ds hotel as a receptionist(accommodation), and at the restaurant as a waiter.
- **Customer attendant and service delivery:** With my last work experience in customer service delivery and front desk management, my previous manager recommends me as an excellent employee and considered the best male employee of the year.

REFERENCES.

Madam Lydia Matende, County Disability Officer, Nyamira County
Tel. 0742259762.

Mr. Edwin Kimaiyo, Probation Officer, Nyamira County
Tel. 0722549412.