

## **CURRICULUM VITAE**

### **PERSONAL DETAILS..**

**Name:** Pamela Adhiambo Okello

**Date of birth:**1998

**Gender:** Female

**Id no:**36602175

**Phone Number:** 0711800129

**Nationality:** Kenyan

**Marital Status:** Married

**Address:** P.O Box 31052-00600

**Religion:** Christian

**Language:** English, Kiswahili

**Email:**adhiambopamela35@gmail.com

### **CAREER OBJECTIVES.**

I aspire to work and grow as a professional in Housekeeping Techniques skill and experience will be fully utilized.

To be part of growth oriented organization offering a rewarding and challenges career opportunities.

### **PERSONAL COMPETENCE.**

Well organized, efficient and able to protect and handle multiple of tasks efficiently.

I believe in group motivation and team work in attaining the positive development in the organization and ready to learn and make corrections positively as well as goals driven, self-committed and punctual.

### **EDUCATION BACKGROUND.**

**JULY 2018:**Graduated at UTALII COLLEGE for a Certificate course in Housekeeping Techniques.

**MAY-JULY2018:** Studied at KENYA UTALII COLLEGE.

**2012-2017:** Studied at Kameji Mixed Secondary School.

**2003-2011:** Studied at Shauri Yako Primary School.

## **WORK EXPERIENCE**

**March 2021- Jan2024: SIRON PLACE HOTEL**

**Position:** Housekeeper

### **Roles and Responsibilities**

- Guest room cleaning
- Public area and office cleaning
- Linen control
- Valet service
- Floral arrangement
- Wedding and function decorations

**2019-2020: MAGNA HOTEL**

**Position:** Room Attendant

### **Roles and Responsibilities**

- Cleaning guest rooms, bathrooms, and common areas
- Changing linens and restocking amenities
- Vacuuming and dusting
- Communicating with guests for requests
- Reporting maintenance issues

**2018Jan -Dec2018: ATTACHEE AT UTALII COLLEGE**

**Position:** Housekeeper.

### **Roles and Responsibilities**

- Ensuring cleanliness in all areas, including guest rooms, public spaces, and back-of-house areas.
- Identifying and reporting any maintenance issues such as broken fixtures or malfunctioning equipment
- Managing the inventory of cleaning supplies and equipment, ensuring everything is well-stocked and maintained
- Overseeing the linen inventory, including the collection, laundering, and distribution of clean linens.
- Monitoring staff performance and providing feedback to maintain high standards.

## **HOBBIES.**

- Cooking
- Travelling
- Listen to music

## **REFEREES**

1. Nancy Olumasai  
Magna Hotel  
Supervisor  
Tel: 0728325785  
Email: **nancyolumasai001@gmail.com**
  
2. Abigael Chepkorir  
Siron Place Hotel  
Procurement Officer  
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3. Keter Alfred  
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