

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
Tel:0742785109
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3. Keter Alfred
Utalii College
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