

Curriculum Vitae

Personal Information

Full Name: Kelvin Kaleli
Date of Birth: 20 February 2002
Nationality: Kenyan
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Email: kelvinkaleli9@gmail.com
Current Location: Nairobi, Kenya
Height: 5'5"
Weight: 53 kg
Passport Number: BK1090552

Professional Summary

Hardworking and dependable professional with over 3 years of experience in cleaning, hospitality, and general support roles. Skilled in maintaining high standards of organization, teamwork, and customer service. Adaptable to different work environments including hotels, offices, and warehouses. Committed to delivering quality results, learning quickly, and contributing positively to any team. Open to local and international opportunities with a valid passport and readiness to relocate.

Key Skills

- General Maintenance & Cleaning
- Customer Service & Communication
- Organization & Time Management
- Teamwork & Reliability
- Basic Office Support & Record Keeping
- Stock Handling & Inventory Support
- Laundry and Housekeeping Knowledge
- Ability to Work Under Pressure
- Basic Computer Knowledge (MS Word, Excel, Internet Use)

Education

- Certificate in Computer Applications – 2021
- Makueni Private Center – Kenya Certificate of Secondary Education (KCSE)
- Makutano D.E.B Primary School (2008 – 2016) – Certificate of Primary Education (KCPE)

Work Experience

Housekeeper – Glee Nairobi (2024 – Present)

- Maintained cleanliness and order in guest rooms and public areas.
- Supported team operations to ensure guest satisfaction.
- Assisted in laundry, inventory checks, and general hotel upkeep.

Housekeeper / Cleaner – Lupat Cleaning Services, Damain Cleaning Services & Metro Cleaner and Renovators (2021 – 2024)

- Handled general cleaning and sanitation of offices and residential buildings.
- Managed laundry, ironing, and waste disposal duties.
- Collaborated with teammates to complete assignments efficiently.

Steward – Furniture Palace Kenya (2020 – 2021)

- Supported kitchen and dining operations through cleaning and food prep assistance.
- Maintained hygiene standards and ensured a safe work environment.

References

Available upon request