

## **CURRICULUM VITAE**

**VIAN MERCY NDIRITU**

**P.O. BOX 703-10400 NANYUKI**

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**PHONE NUMBER: +254792 095 821**

**NATIONALITY: KENYAN**

**ID NO:38526512**

### **WORK EXPERIENCE**

#### **RECEPTIONIST AT RIVERSIDE APARTMENTS (OCTOBER 2023 TO DATE)**

##### **Responsibilities**

- Greeting and assisting visitors
- Answering and screening phone calls
- Directing calls to the correct person or department
- Taking and relaying messages.
- Handling incoming and outgoing mail and deliveries
- Responding to email and other inquiries.

#### **CASHIER AND WAITRESS AT GAWANAZ GRILL NANYUKI (APRIL 2023-MARCH 2024)**

##### **Responsibilities**

- Manage transactions with customers using Cash register
- Collect payment whether cash or credit
- Checking on guests to ensure their satisfaction
- Creating a positive and enjoyable dining experience
- Offering menu suggestions and answering questions about the meals

#### **WAITRESS LAVIS PARK (NOV 2022-MARCH 2023)**

### **Responsibilities**

- Greeting guests and taking orders
- Staying attentive to the needs of the guests in the dining area
- Delivering food from the kitchen to the guest.

### **NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD.**

#### **INTERN-HUMAN RESOURCE (JANUARY 2023 to JULY 2023)**

### **Responsibilities**

- Records keeping and filling
- Report writing
- Minutes taking
- Data entry
- Coordinating office activities
- Scheduling meetings

### **MINISTRY OF ICT INNOVATION AND YOUTH AFFAIRS**

#### **INTERN DATA CLERK (MARCH 2022 TO MAY 2022)**

### **Responsibilities**

- Records keeping and filling
- Report writing
- Minutes taking
- Data entry
- Coordinating office activities
- Scheduling meetings
- Delivering incoming and outgoing mail to the department.

### **MURANG'A COUNTY GOVERNMENT (FEBRUARY 2021 to MAY 2021)**

#### **INTERN FRONT OFFICE ATTENDANT**

### **Responsibilities**

- Reports filing.
- Registration and reservation of meetings
- Handling guest accounts and creating their database

### **EDUCATIONAL BACKGROUND**

2019-2022-Kiambu Institute of Science and Technology

Diploma in Human Resource and Management

2019: Kenya institute of communication and Technology.

Certificate in Computer Applications.

2015-2018: Gatero Girls' High School

Kenya Certificate of Secondary Education (KCSE)

2009- 2014: Neema Academy Nanyuki

Certificate of Primary Education (KCPE)

### **OTHER TRAINING AND CERTIFICATE**

2023 ASWAK care services

Certificate in Care Giving

### **LANGUAGES**

International Languages; English, fluent working knowledge of both written and oral.

Other Languages; Kiswahili, fluent full working knowledge of both written and oral.

### **REFEREES**

1. Grace Muriithi

Immediate supervisor- Gawanaz Grill

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2. Simon Omondi

Human Resource Manager- Ministry of ICT, Innovation and Youth Affairs.

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