

CURRICULUM VITAE



PERSONAL DETAILS

Name : Moses Mugo Mwangi
Date of birth : 19th Sept 1994
Gender : Male
Nationality : Kenyan
Marital status : Married
Religion : Christian
Tel : +254 723887635
Height : 5'8ft
Weight : 63 kg
Passport No : AK1491970
Language : English, Kiswahili
Email : mosesmugo653@gmail.com



ATTRIBUTES

- Ability to work efficiently as a team mentor
- First learner, able to understand new concepts
- Self-motivated, hardworking and innovative
- Excellent inter personal relations and leadership skills

EDUCATION BACKGROUND

2014	Shalom IT Centre Certificate In Computer Package
2013 - 2014	Genatiana Technical College Electrical Wireman Grade test 2 & 3
2009 - 2012	Ruthimitu Mixed Secondary School Kenya Certificate of Secondary Education
2001 - 2008	Karima Primary School Kenya Certificate of Primary Education

WORK EXPERIENCE

2022 -2023

VOV –RFM (Riyadh)

Position: waiter

Duties & responsibilities

- Provide excellent customer services.
- Always strive towards best customer satisfaction.
- Greet customers and present menus.
- Make suggestions based on their preferences.
- Take and serve food/drinks orders.
- Up-sell when appropriate.
- Arrange table settings.

2021-2022

CAFÉ DE ESPLANADE (Riyadh)

Position: cleaner

Duties &responsibilities

- Clean, stock and supply designated facility areas.
- Dusting, sweeping, vacuuming, mopping.
- Carry out deep cleaning and detailed cleaning tasks.
- Notify management of deficiencies or repairs required.
- Stock and maintain supply rooms.

2018 – Dec 2020

AL – Hattab Security Services (Qatar \doha)

Position: Security Guard

Duties & Responsibilities

- Patrolling within the premises
- Carrying out search duties to visitors & vehicles.
- Patrol premise to prevent and detect signs of intrusion and ensure security of all access points
- Monitor and authorize entrance and departure of all employees, visitors and other persons to secure against theft and maintain security premise.
- Write reports of daily activities and irregularities such as equipment or property damage ,theft ,presence of unauthorized persons occurrence
- Performing vehicle and personnel search.
- Checking for proper budge identification
- Protection of company and personnel property.
- Inspecting employees' movement in and out of the company.
- Maintaining discipline in the company.

2015 - 2017

Sarova Stanley (Nairobi)

Position: waiter

Duties & Responsibilities

- Greet customers and hand out menus.
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.
- Check that customers are satisfied with their meal.
- Prepare the bill for tables when requested.
- Cash up bills and ensure that the correct amount has been paid.
- Administer change to tables if needed.

2014 to 2016

leestar supermarket (ruiru)

Position: accounts

Duties & Responsibilities

- Receiving of goods from suppliers
- Accounting (in job training)and pricing of products
- Worked as supervisor

HOBBIES

- Listening to news
- Reading articles
- Research and socializing

REFEREES

Abdalmajeed alanazi

Human resource

+966 534114442

Dominic Mulei

**instructor
+254 734340241**

**Simon Mungai
Accountant leestar**

**Nelson Stanley
Operation Manager
+974 70542411**

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below.



THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME: MWANGI MUGO MOSES

SCHOOL: RUTHIMITU SECONDARY SCHOOL

M1 20405006/029

- 101 ENGLISH
- 102 KISWAHILI
- 121 MATHEMATICS
- 231 BIOLOGY
- 233 CHEMISTRY
- 311 HISTORY AND GOVERNMENT
- 313 CHRISTIAN RELIGIOUS EDUCATION
- 565 BUSINESS STUDIES

GRADE

- C- (MINUS)
- D (PLAIN)
- C- (MINUS)
- D (PLAIN)
- D (PLAIN)
- C- (MINUS)
- C- (MINUS)
- C (PLAIN)

SUBJECTS NAMED EIGHT

MEAN GRADE D+ (PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2012

PRINTED : 130924 : 050342

Secretary

Kenya National Examinations Council

This is a secure document using special paper and inks. Please hold it up to the light to verify that the word MITIHANI and the "GENUINE" embedded thread can be seen through the paper. Not valid without a hologram.

(See overleaf for conditions of issue)



Chairman

Kenya National Examinations Council

KCSE /12 0178518



0191494



Shalom IT Center

Information Technology For Development & Peace

Certificate of Completion

This is to Certify that

Moses Mugo

Has attended and successfully completed a course on

(End User Professional)

☞ Typing Skills

☞ Ms Windows

☞ Ms Word

☞ Ms Access

☞ Ms Excel

☞ Ms PowerPoint

☞ Ms Publisher

☞ Internet & E-mail

held from

28th July to 28th September 2014

In Nairobi, Kenya

Training Manager

Managing Director



Ref no. EUP/1347/2014

