

# CURRICULUM VITAE



## PERSONAL DETAILS

Name	:	Moses Mugo Mwangi
Date of birth	:	19 <sup>th</sup> Sept 1994
Gender	:	Male
Nationality	:	Kenyan
Marital status	:	Married
Religion	:	Christian
Tel	:	+254 723887635
Height	:	5'8ft
Weight	:	63 kg
Passport No	:	AK149197O
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 <b>Certificate In Computer Package</b>
2013 - 2014	Genatiana Technical College <b>Electrical Wireman Grade test 2 &amp; 3</b>
2009 - 2012	Ruthimitu Mixed Secondary School <b>Kenya Certificate of Secondary Education</b>
2001 - 2008	Karima Primary School <b>Kenya Certificate of Primary Education</b>

## 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**

**Abdulmajeed alanazi**

**Human resource**

**+966 534114442**

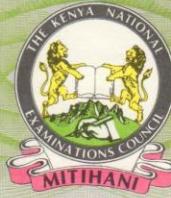
**Dominic Mulei**

**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.



BUT THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME: PL. MWANGI MUGO MOSES  
SCHOOL: RUTHIMITU SECONDARY SCHOOL  
RY 101 ENGLISH  
CA 102 KISWAHILI  
BIC 121 MATHEMATICS  
PL 231 BIOLOGY  
KIS233 CHEMISTRY  
BU311SS HISTORY AND GOVERNMENT  
WA313 CRISTIAN RELIGIOUS EDUCATION  
TA1565 BUSINESS STUDIES

### GRADE

C- (MINUS)

D (PLAIN)

C- (MINUS)

D (PLAIN)

D (PLAIN)

C- (MINUS)

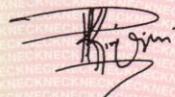
C- (MINUS)

C (PLAIN)

MEAN GRADE D+ (PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2012

PRINTED : 130924 : 050342



Chairman  
Kenya National Examinations Council

Secretary  
Kenya National Examinations Council

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(See overleaf for conditions of issue)

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# 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*

*28<sup>th</sup> July to 28<sup>th</sup> September 2014*

*In Nairobi, Kenya*

Training Manager

Managing Director



Ref no. EUP/1347/2014

