CURRICULUM VITAE

PERSONAL INFORMATION :

Name	:	**BEATRICE WANJIKU**
Date of Birth	:	08/08/1994
Visa Status	:	Cancelled visa
Nationality	:	Kenyan
Marital Status	:	Single
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CAREER OBJECTIVE:

To achieve professional success by contributing the growth of progressive organization that can provide a challenging work environment, commensurate with my work experience, knowledge and inter personal skills and growth.

KEY SKILLS AND COMPETENCIES:

- SIRA Certified and fit to work as a Security Guard.
- Certified First Aider and Fire Warden.
- Certified Health and Safety Officer.
- BICS Certified professional Cleaner with 4 Years' experience.
- Excellent listening and problem-solving skills.
- Excellent Communication skills and manner.
- Quality control guidelines.
- Certified on Hazardous chemicals and Materials Handling.
- Customer service experience.

WORKING EXPERIENCE :

1. **Emirates - Transguard Group (2015 and resigned Last Working Day 14th May 2019)**

   Projects Involved:

- **Emaar Downtown Boulevard Car Park** working as a Housekeeper Cum Team Leader.
- **Dubai Metro**-Serco Cleaning contract working as a Housekeeper cum Customer Attendant.
- **Lycee School**-Working as a School Bus Conductor.

Position: Housekeeper Cum Team Leader

- In charge of Parking cleaning operations as a team leader cum Cleaner
- Consumables Ordering and Tracking.
- Chemicals Dilution as per required standards.
- Reporting and Recording maintenance issues at site.
- Ensuring proper Chemicals storage and briefing staff on chemicals Handling.
- Monthly Consumables Tracker Updating and Participating in consumables saving initiatives.
- Increase SOPs Efficiency by prioritizing daily tasks.
- Briefing SOPs to staff and participation to improve Work Methodology, Method Statements and Risk Assessments at site.

   Position: Housekeeper Cum Customer Attendant at Dubai Metro.

- Daily Walk around to ensure all Platform, paid and exit areas are Normal.
- Daily Log of all operational issues and Update to Station Master.
- Reporting of Suspicious, lost and Found items found at the Premise
- Team Member for Crowd Control and Evacuation of passengers in case of and Emergency.
- Ensuring proper Chemicals storage and briefing staff on chemicals Handling.
- Monitoring and Maintaining station to ensure safety and comfort of Passenger Movement.
- Assisting People of Determination.

2. SAFARICOM HOUSE -KENYA

Position: Security Guard (2014-2015)

Duties and Responsibilities:

- Protect people assets relative to theft, assaults fire and other safety issues
- Ensure security, safety and well-being personnel
- Immediate response to emergencies to provide necessary assistance to employees and customers.
- Follow procedures for various initiatives including fire prevention, property patrol, traffic control and accident investigation.
- Remain compliance with local state government.
- Adhere to all company service and operating procedures.
- Provide excellent customer service.

3. UTALII HOTEL-NAIROBI

Position: Customer Service (2013-2014)

Duties and Responsibilities:

- Welcoming Guests.
- Logging Customers IN and Out at Guests Portal.
- Coordinating with FM vendors for services required or requested by Customers.
- Accounting rooms available and bookings.
- Stores stock book keeping.
- Walk in customers booking along with Cash reconciliations.
- Ground floor First aider assisting any medical cases noted at the floor.

AREAS OF EXPERTISE.

- Store Operations.
- Retail Standard.
- Delegating work
- Food safety and HACCP.
- Learning and development
- Cash handling.
- First aid and emergency response
- Administrative operation

EDUCATIONAL QUALIFICATION :
- Nebosh Health and Safety (UAE DUBAI 2017)
- Security Industry Regulatory Agency-SIRA (UAE DUBAI 2019)
- High School Diploma (KENYA 2013)

LANGUAGE AND COMPUTER SKILLS :

- English, Kiswahili languages (read, write and speak fluently).
- Extensive knowledge Windows operating system, versed with Microsoft Office (Word, Excel,)

References
- Available upon request