

CURRICULUM VITAE

CONTACT INFORMATION

Name : Nancy Naisoi
Cell phone: +254 706 096 938
Email: nancynaisoi58@gmail.com

PERSORNAL INFORMATION

Date of birth: 20th May 1994
Gender: Female
Citizenship: Kenyan
Language: English and Kiswahili

PROFILE

I am a trained tour guide and hotelier committed to excellence, teamwork ethic, and professionalism.

I embrace diversity with a great interest in learning from others.

CAREER OBJECTIVES

To give my skill to an organization or institution that offers both opportunities as well as challenges for personal initiative and career advancement, leading to a position of responsibility as a result of giving service to society with remarkable performance.

GOALS

To work in a diverse and growth-oriented institution eventually leaving a more efficient institution and united people

ACADEMIC BACKGROUND

2017 - 2019: Kenya Wildlife Service Training Institute
Award: Diploma in Tourism and Hospitality

2017 : Marengoni Vocational College
Award: Computer Packages

2016: Parapet Cleaning Services Training
Award: Certificate of Housekeeping and hospitality

2010 - 2014: Olekasasi Mixed Day Secondary
Award: Kenya Certificate of Secondary Education (K.C.S.E)

2000 - 2009: Arap Moi Primary School
Award: Kenya Certificate of Primary School (K.C.P.E)

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WORK EXPERIENCE

Supervisor-Parapet Cleaning Services Limited

Duration: Jan 2022 – To date

Duties:

- *Assign staff work and inspect to ensure it's done to the standards*
- *Stock inventories to ensure adequate supply*
- *Manage and control machinery, materials and detergents*
- *Investigate complaints regarding housekeeping and take corrective measures*
- *Liaise with the client to handle any concern that may arise*
- *Ensure staff adhere to health and safety*

Steward-Parapet Cleaning Services Limited

Duration: Oct 2019– Dec 2021

Duties:

- Keeping facilities and common areas clean and maintained.
- Vacuuming, sweeping, and mopping floors.
- Cleaning up spills with appropriate equipment.
- Notifying managers of necessary repairs.
- Collecting and disposing of trash.
- Preparing tea/coffees for staff and guests.
- Cleaning of offices and maintaining the kitchen stock items
- Printing and binding documents

Companies Handled:

- Parker Randall Eastern Africa
- Safaricom Ltd
- CITAM
- Compassion International Kenya
- Boskovic Air Charters

Standard Gauge Railways (SGR)

Duration: Aug 2018 – Oct 2018

Duties

- Back office including clearance, record, settlement, distribution

PERSONAL ATTRIBUTES

- Empathetic
- Open-minded adaptive
- Excellent teamwork and organizational
- Good communication skills
- Time conscious

HOBBIES

CURRICULUM VITAE

- Music
- Travelling
- Researching

REFEREES

Mr. David Kiengo
Director
Parapet Limited/ Murphy Chemicals
Phone: +254722774401

Mrs. Caroline Mwangi
CITAM Schools
Phone: +254 20 593999

Edmond Okari
Supervisor
Parapet Ltd
0706093638