

# CURRICULUM VITAE

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## CONTACT INFORMATION

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

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- 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

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