



DAVID
GIKANDI

- Dubai, Dubai, Dubai
- +971 55 852 8556
- newgikandidavid@gmail.com

FRONT OFFICE/RECEPTIONIST, DATA
ENTRY CLERK

ABOUT ME

Motivated and personable professional with a proven record in providing exceptional customer service and keeping an organized front office. Seeking a Front Office/Receptionist position to use excellent communication skills for the efficient operation of the office.

REFERENCES

WILSON NDERITU
Copper tree Safaris
P: +254 712294351

BRENDA GIKANDI
P: +254 792603764

LINNY NKATHA
P: +254 714596814

LANGUAGES

FLUENT ENGLISH

WORK EXPERIENCE

COPPER TREE SAFARIS,
Nairobi
June,2021- Nov 2023

THOMPSONS HOTEL
Nyahururu-Kenya
January 2019- May 2021

COSEKE KENYA
Nairobi-Kenya
January,2015-November
2017

EDUCATION

KENYATTA UNIVERSITY-
2014

AMBOSELI INSTITUTE OF
HOSPITALITY-2018

KARNSKILL COMPUTER
COLLEGE-2015

CHINGA BOYS HIGH
SCHOOL-2007

SKILLS

FRONT OFFICE RECEPTIONIST

- Greeting and assisting visitors, providing a positive first impression.
- Manage incoming calls, directing them to the appropriate department.
- Coordinate meeting room schedules and assist in organizing events.
- Handle administrative tasks including mail distribution and office supplies management.

ADMINISTRATIVE ASSISTANT

- Provided administrative support to the executive team.
- Scheduled appointments and managed calendars.
- Prepared and edited correspondence, reports, and presentations.

DATA ENTRY CLERK

- Entered and updated data into company databases and Coseke Document Management systems, ensuring accuracy and completeness of information.
- Retrieved and organized documents as requested by other departments or employees.
- Maintained confidentiality of sensitive information and ensured compliance with data protection regulations.
- Assisted with the preparation of reports and presentations, including compiling data and formatting documents.
- Participated in the development and implementation of document management policies and procedures. Assisted with the maintenance and upkeep of document management systems and software.

Bachelors in Economics and Statistics

Certificate in Front Office Operations

Certificate in Computer Application Packages

KCSE Certificate

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational and multitasking abilities.
- Exceptional customer service and people skills.

- Familiarity with office equipment including phone systems and printers.