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|  | PERIS THUO  OFFICE ASSISTANT,FRONT OFFICE,WAITRESS. | | |  |
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| Contact NAIROBI,KENYA  0711521826  Perrythuo56@gmail.com | | Objective I desire to join an institution that has vision for growth and advancement.i have successfully acquired skills and knowledge in my higher learning which I believe would be an asset to an establishment that aims for progress.i am an ethusiastic worker aspiring to help achieve instituitional goals. | | |
| Education **Zetech university,**  **Ruiru, Nairobi**.  ***Certificate in food and beverage, sales and service management.***  *Hospitality.* | | Experience January 2021 to date  Office assistant • pemu villa agencies  September 2019-november 2019  waitress • oliveira restaurant.    May 2018-august 2019  Waitress/bartender/cashier • milestone city hotel | | |
| Key skills Attentive customer service  Contract preparation  File maintenance  Front office management  Payment processing  Safe food handling  Cash handling  Confidentiality maintenance | | Communication I work well with others and vslue their presence and comtributions when working on collaborative projects.After all, we all need to work together to suceed.i am alse very approachable and always willing to support my co workers when needed. | | |
|  | | Leadership I will develop meaningful relationships with my team members so that I can encourage and inspire them to reach their full potential.using empathy,communication and positivity I will create a work environment that is both fun and effective. | | |
|  | | References Patrick mugo  Manager at Pemu villa agencies  0724571725. | | |