

# CURRICULUM VITAE

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## **PERSONAL DATA**

NAME : Catherine Wanjiru  
DATE OF BIRTH : 4<sup>th</sup> March 1996  
GENDER : FEMALE  
ID NUMBER : 33719358  
NATIONALITY : KENYAN  
RELIGION : CHRISTIAN  
MARITAL STATUS : Single  
LANGUAGES : SWAHILI & ENGLISH  
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## **CAREER OBJECTIVES.**

To achieve excellence in whatever undertakings I engage in through hard work, under minimum supervision, self-discipline and adherence to personal values of honesty, integrity and prudence in order to reach the ultimate apex of self-actualization.

## **PERSONAL ATTRIBUTES**

- Work effectively both as a team work and independently.
- Confident, outgoing, decisive, consistent and result –oriented.
- Work under minimum supervision with high sense of responsibility
- Highly confidential and trust worthy with keen attention details

## **EDUCATION BACKGROUND**

2011-2014 : NG'ARARIA GIRLS HIGH SCHOOL  
**KCSE Certificate**

2002-2010 : GEKIGIE PRIMARY SCHOOL  
**KCPE Certificate**

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## **WORK EXPERIENCE**

2023- 2025 : KIKAO PLACE  
POSITION- **COUNTER CREW**

### **DUTIES AND RESPONSIBILITIES**

- Taking orders
- Processing payments
- Answering phones
- Stocking shelves
- Maintaining inventory
- Recommending products
- Following up with customers
- Ensuring quality of products and services

2019- 2022 : LILLY PAM BEACH HOTEL  
POSITION- **WAITER**

### **DUTIES AND RESPONSIBILITIES**

- Greeting customers: Welcome guests and seat them
- Taking orders: Take orders from customers and answer questions about the menu
- Serving food and drinks: Carry food and drinks from the kitchen to tables
- Handling payments: Process payments and handle cash or card
- Ensuring customer satisfaction: Check on customers to make sure they are enjoying their meals
- Catering to special requests: Ensure people with allergies are safe
- Keeping the dining area clean: Keep the dining area clean and tidy
- Rotating opening and closing duties: Support the entire wait staff by cleaning coffee pots, restocking items, or cleaning the food runner station

2015- 2018 : TUSKY'S SUPERMARKET  
POSITION- **CASHIER**

### **DUTIES AND RESPONSIBILITIES**

- Process payments, including cash, credit, and debit
- Issue receipts, refunds, and change
- Scan goods
- Help customers find items
- Maintain a clean checkout area
- Balance the cash drawer at the end of the shift
- Redeem stamps and coupons

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## **HOBBIES**

- Playing football
- Watching movies
- Travelling
- Doing research

## **REFERENCES**

(1). KELVIN MWANGI  
CELLPHONE: +254768550883

(2). PAUL WAIHENYA  
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