

CURRICULUM VITAE

PERSONAL DATA

NAME : Catherine Wanjiru
DATE OF BIRTH : 4th 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
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(2). PAUL WAIHENYA
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