

Curriculum Vitae

Female

D.O.B. 03 July 1993

Number of years working in industry:

3 years 11 months



Candidate ID Number: 119116

Nationality: Kenyan

Language Skills:

Fluent: English

Basic: Arabic

Permitted to work in: Kenya

Position Sought: Fitness Professional, Receptionist

Personal Statement

My leadership style focuses on servant leadership whilst engaging team members to communicate, solve problems and deliver the highest quality solutions. With my professional training as a peace ambassador, conflict manager, and problem solver, I believe I will be effective in executing tasks. I am innovative, creative and I go for the best possible outcome. I will put my skills and those that I will gain to good use in line with the goals of your company.

Seeking work in international locations and cruise ships

Employment History:

February 2021 - September 2021 - Receptionist at (most recent employer hidden for confidentiality) Nairobi, Kenya, (Health Club)

Duties included:

Handling inquiries, ensuring Tennis, Squash, Lawn Bowling, Swimming, and Cricket facilities are in good condition, content creation for social media platforms, compiling the periodic newsletter, and organizing the Gymkhana Junior Camp.

Products worked with:

Microsoft Applications, Google suite, Canva, Outlook

Career Break - Training - industry-related

October 2019 - January 2021 - Project Manager at Executive Global Solutions, Nairobi, Kenya, (Day Spa)

Duties included:

Supervising construction of new premises, managing contractors, tracking project costs in order to meet budget, developing and managing the project schedule and work plan, providing project updates on a consistent basis, managing contracts with staff, vendors and suppliers by assigning tasks and communicating deliverables, monitor progress and make adjustments as needed, measure project performance to identify areas for improvement

Products worked with:

Clickup, Breeze, Fresha, Salonist

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Career Break - Job hunting

January 2016 - February 2017 - Field Team Assistant at CWS RSC Africa, Nairobi, Kenya, (Product Company)

Duties included:

Handling circuit ride logistics, taking refugee passport photographs and attaching them on the Worldwide Refugee Admissions Processing System (WRAPS), educating refugees on the resettlement process before they go for both their RSC and US Citizenship and Immigration Services (USCIS) interviews, liaison with partners such as International Organization for Migration (IOM) and United Nations High Commissioner for Refugees (UNHCR), drafting circuit ride reports and expense reports and managing expenditure during a circuit ride.

Career Break - Job hunting

January 2015 - November 2015 - Assistant Manager at Shani Active Gym and Studios, Nairobi, Kenya, (Health Club)

Duties included:

Preparing weekly reports and performance summaries, leave management, office management, procurement, and marketing the facility to potential corporate clients.

Products worked with:

Excel, Outlook,

October 2014 - December 2014 - Receptionist at Shani Active Gym and Studios, Nairobi, Kenya, (Health Club)

Duties included:

Customer Service, marketing the facility, handling client inquiries, and management of petty cash payments.

Products worked with:

Excel, Outlook

Education and Qualifications:

2022 Zumba Worldwide Nairobi, Kenya

Certified

Zumba Certification

2015 Daystar University

Bachelor's degree in Peace and Conflict management.

2011 Nairobi Institute of Business Studies

Diploma in Computer Applications

Product Training:

June 2022 Project Management

Project management Institute

Project Cycle

June 2015 Problem Solving

Daystar University

Problem identification, solution implementation, and monitoring and evaluation.

Vocational Qualifications

Data Analytics

Leadership Skills

Afrobeat Dance

Hobbies and Interests

All types of dancing

Spin fitness

Racquet sports such as Tennis, Squash, or padel

CV created at www.spastaff.com

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