

CURRICULUM VITAE

PERSONAL DETAILS

Name : Joseph Njuguna Chege
Gender : Male
Date of birth : 23 Mar 1992
Nationality : Kenyan
Marital Status : Single
Religion : Christian
Languages : English, Kiswahili, Sign Language
Passport No : AK0787752

CAREER OBJECTIVES

To work in a dynamic and diversified companies to meet full challenges and utilize my learnt and intrinsic skills and proficient optimally for affirmative growth of the organization personal and career development.

PERSONAL ATTRIBUTES

- Good communication skills.
- Able to work independently as a team.
- Self-confident with high sense of personality.
- Able to work under pressure and with minimum supervision.

SKILLS

- Capable of following instructions and learn new techniques
- Strong time management skills in order to ensure all work is completed by the end of shift
- Demonstrate an understanding of standard cleaning supplies and equipment
- Self-starter who takes the initiative to determine and complete necessary tasks, even with minimal supervision
- Positive attitude and ability to work as part of a team
- Physically capable of performing physical work each day
- Possess a strong attention to detail
- Able to pass a background check

EDUCATION BACKGROUND

2013-2015: Kenya Institute of project Management
Diploma in hospitality management
2012 – 2015: Kenya Institute of Project Management
Business management

WORKING EXPERIENCE

2018- 2021: Bontana hotels
Position: Restaurant Supervisor

Duties and responsibilities

- Supervision, training and coordination of food and beverage employees
- maintained under the relevant industry standards
- Responsibility for gaming conduct and internal parts of machines
- Attendance/operation of a gaming machine terminal
- Arranging of remedial repairs to gaming equipment
- Confers with managers to coordinate activities with other establishment sections
- Preparing displays and presenting stock, including specials
- Organising the cleaning bar areas, glasses and equipment
- Preparing and mixing a range of sophisticated drinks
- Taking reservations, greeting and seating guests
- Maintain stock control
- Practicing proper workplace health and safety procedures
- Respond to customer requests in a professional and timely manner
- Promote the employer's services and facilities to the customers when appropriate
- Assist in maintaining customer services standards set by the employer
- Ensure that work area complies with the highest standards of cleanliness
- Ensure that customers are served in a professional and diligent manner

Other incidental and peripheral duties as requested by the employer

2016-2018: bontana hotels
Position: waiter

Duties & responsibilities

- Ensure the Guest feels important and welcome in the restaurant
- Ensure hot food is hot and cold food is cold
- Adhere to timing standards for products and services
- Look for ways to consolidate service and increase table turns
- Present menu, answer questions and make suggestions regarding food and beverage
- Serve the Guest in an accommodating manner
- Must know all food liquor, beer, wine and retail offered
- Apply positive suggestive sales approach to guide Guests
- Pre-bus tables; maintain table cleanliness, bus tables
- Looks for ways to avoid waste and limit costs
- Assist in keeping the restaurant clean and safe
- Provide responsible service of alcoholic beverages
- Deliver food and beverages to any table as needed

2014-2016: Taidys Hotel

Position: bellboy

Duties & responsibilities

- Uploading and Loading the Luggage.
- Handling Guest Luggage on Arrival and Departure.
- Entering and Leaving Guest's Room.
- Escorting and Directing Guest.
- Rooming the Guest.
- Arranging Transportation.
- Delivering Message, Mail or Parcel to the Guest's Room.
- Handling Lost and Found Items

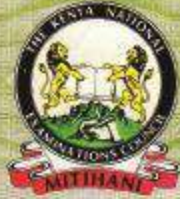
HOBBIES

- Traveling and socializing
- Passionate about nature
- Cooking

REFEREES

Upon request

The Kenya National Examinations Council



This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below and qualified for the award of a

Kenya Certificate of Secondary Education

THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME CHENGE JOSEPH NJUGUNA
SCHOOL MENEGA HILL HIGH SCHOOL

M1 608003/105

	GRADE
101 ENGLISH	D (PLAIN)
102 KISWAHILI	C (PLAIN)
121 MATHEMATICS	D (PLAIN)
231 BIOLOGY	D (PLAIN)
233 CHEMISTRY	D- (MINUS)
312 GEOGRAPHY	C- (MINUS)
443 AGRICULTURE	C- (MINUS)

SUBJECTS NAMED SEVEN MEAN GRADE C (PLAIN)

EXAMINATION OF NOVEMBER/DECEMBER 2012

PRINTED : 100815 : 211901

Secretary
Kenya National Examinations Council

This is a secure document using special paper and inks.
Please hold it up to the light to verify that the word
MITIHANI and the "GENUINE" embedded thread can
be seen through the paper. Not valid without a hologram.

(See overleaf for conditions of issue)



Chairman
Kenya National Examinations Council

KCSE/09 0563498





Kenya Institute of Project Management

'Your roadmap to success'

CERTIFICATE

This is to certify that

JOSEPH NJUGUNA CHEGE

has attended and successfully completed a course in:

CERTIFICATE IN BUSINESS MANAGEMENT

Held at

KIPM TRAINING CENTRE

From

5TH JANUARY 2015

To

7TH JULY 2015

UNITS COVERED

- COMMUNICATION SKILLS
- MARKETING
- ECONOMICS
- BUSINESS LAW
- ORGANIZATION BEHAVIOUR
- BUSINESS PLAN

.....
DIRECTOR

.....
TRAINING COORDINATOR

This Certificate is not
valid without the KIPM
Seal

Certificate No.: C 3120176



Kenya Institute of Project Management

Training and Computer Centre

'Your roadmap to success'

Ashmi Plaza, North Airport / Outering Rd. P.O Box 11489-00100, Nairobi, Kenya. Tel: 020-2016637, 020-3513844, Telefax: 020-2720025 Cell: 0711-256-075
Email: kipmtraining@kipm.co.ke; Website: www.kipm.co.ke

Date: 7th JULY 2015

ACADEMIC TRANSCRIPT

STUDENT NAME: JOSEPH NJUGUNA CHEGE
STUDENT NUMBER: CC 3120176
YEAR OF STUDY: 2015
COURSE: CERTIFICATE IN BUSINESS MANAGEMENT

COURSE UNITS	MARKS	GRADE	REMARKS
COMMUNICATION SKILLS	74%	B	CREDIT
MARKETING	88%	A	DISTINCTION
ECONOMICS	77%	B	CREDIT
BUSINESS LAW	80%	A	DISTINCTION
ORGANIZATION BEHAVIOUR	82%	A	DISTINCTION
BUSINESS PLAN	80%	A	DISTINCTION

The above details have been verified and confirmed as being correct.

DIRECTOR/ PRINCIPAL

TRAINING COORDINATOR

Recommendation:

To graduate with a certificate course in business management with a **Distinction**

SCORE GUIDE

A [80% - 100%] - DISTINCTION	B [60% - 79%] - CREDIT
C [50% - 59%] - PASS	D [40% - 49%] - FAIR
E [39% - BELOW] - FAIL	* MISSING SCORE

NOTE: The academic transcript is not a certificate. The Board of Trainers of the institute reserves the right to correct any errors that may be given on the transcript.



Kenya Institute of Project Management

'Your roadmap to success'

DIPLOMA

This is to certify that

CHEGEH NJUGUNA JOSEPH

Has attended and successfully completed a course in:

DIPLOMA IN HOSPITALITY MANAGEMENT

Held at

KIPM TRAINING CENTRE

From

11TH MAY 2013

To

4TH MAY 2015

SUBJECTS COVERED

- INTRODUCTION TO HOSPITALITY STUDIES
- COMPUTER FUNDAMENTAL
- FOOD AND BEVERAGE SERVICES
- COMMUNICATION SKILLS
- PRINCIPLE OF HUMAN RESOURCE
- PRINCIPLE OF FOOD AND NUTRITION
- MARKETING OF TOURISM AND HOSPITALITY
- EVENT MANAGEMENT
- LAW
- FRONT OFFICE OPERATION
- TRAVEL MANAGEMENT
- RESEARCH METHODS
- FINANCIAL ACCOUNTING
- FIELD ATTACHMENT
-


.....
DIRECTOR


.....
TRAINING COORDINATOR

This Certificate is not
valid without the KIPM
Seal

Certificate No.: C 3120172



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Email: kipmtraining@kipm.co.ke; Website: www.kipm.co.ke

Date: 4TH MAY 2015

ACADEMIC TRANSCRIPT

STUDENT NAME: CHEGEH NJUGUNA JOSEPH
 STUDENT NUMBER: CC 3120172
 YEAR OF STUDY: 2013-2015
 COURSE: DIPLOMA IN HOSPITALITY MANAGEMENT

COURSE UNITS	MARKS	GRADE	REMARKS
INTRODUCTION TO HOSPITALITY STUDIES	83%	A	DISTINCTION
COMPUTER FUNDAMENTAL	88%	A	DISTINCTION
FOOD AND BEVERAGE SERVICE	85%	A	DISTINCTION
COMMUNICATION SKILLS	70%	B	CREDIT
PRINCIPLE OF HUMAN RESOURCE	74%	B	CREDIT
PRINCIPLE OF FOOD AND NUTRITION	80%	A	DISTINCTION
MARKETING OF TOURISM AND HOSPITALITY	78%	B	CREDIT
EVENT MANAGEMENT	89%	A	DISTINCTION
COMMERCIAL LAW	82%	A	DISTINCTION
FRONT OFFICE OPERATION	74%	B	CREDIT
TRAVEL MANAGEMENT	82%	A	DISTINCTION
RESEARCH METHODS	90%	A	DISTINCTION
FINANCIAL ACCOUNTING	85%	A	DISTINCTION
FIELD ATTACHMENT	89%	A	DISTINCTION

The above details have been verified and confirmed as being correct.

DIRECTOR/ PRINCIPAL

TRAINING COORDINATOR

Recommendation:

To graduate with a diploma in hospitality management with a **DISTINCTION**

SCORE GUIDE

A [80% - 100%] - DISTINCTION	B [60% - 79%] - CREDIT
C [50% - 59%] - PASS	D [40% - 49%] - FAIR
E [39% - BELOW] - FAIL	* MISSING SCORE

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Email: kipmtraining@kipm.co.ke; Website: www.kipm.co.ke

TO WHOM IT MAY CONCERN,

REF: JOSEPH NJUGUNA CHEGEH

Am writing this letter to recommend Joseph Njuguna at your company. He had been a good student in our institution since he joined.

Joseph is a very responsible individual who shows absolute dedication to all kinds of assignments given to him.

He can efficiently multitask at various levels and is always willing to take additional responsibility he as a student leader in our institution.

I wish Joseph all the best in his career goals.

Yours Faithfully

Nahashon Mwangi

Principal

Kenya institute of project management