**CURRICULUM VITAE**

#  PERSONAL DETAILS

Name : Pauline Gitabi Wanjiru

Date of birth : 14th Feb 1991

Gender : Female

Nationality : Kenyan

Marital status : Single

Religion : Christian

Telephone : +971527859789

Height : 5’4 Fts

Weight : 58 kgs

Passport No : A2330722

Language : English and Swahili

Email : pgitabi@gmail.com

# CAREER OBJECTIVE

I am enthusiastic person committed to working in my assigned duties with exceptional judgment , analytical and observational skills seeking a security position, with career advancements opportunities with your company so that I can help to preserve order and enforce regulations that will create and maintain a safe and conducive environment **PERSONAL PROFILE**

I am ambitious and result oriented people with strong interpersonal, organizational and team work skills. I’m capable of achieving goals under pressure and able to work with people at all levels.

**PROFILE SKILLS**

* Honest and self- discipline.
* Self-starter and forward planner.
* Responsible and can work with minimal supervision.
* Team player and stronger organizational co-ordination.
* Strong desire to excel • High level of integrity

# EDUCATION BACKGROUND

2012 – 2014 Utalii college

 **Certificate in food production**

2009 – 2010 Ideal Education Center

 **Certificate in Computer Packages**

2006 - 2009 St. Martha Secondary School

 **Kenya Certificate of Secondary Education**

1998 - 2005 Maragi Primary School

 **Kenya Certificate of Primary Education**

# WORKING EXPERIENCE

**2019\_ To Date. DHL. Ynap\_Dafza**

* **Operation agent**
* **Duties and responsibility**
* Welcome delivery truck.
* Receiving stock shipment.
* Preparing and completing orders for GCC and locals according to schedule ie( load pack wrap label and ship)
* Recording an managing all damaged items in master file.
* Performing inventory control and keep quality standards high of audit.
* Keeping a clean and safe working environment and optimizing space utilization.
* Updating returns shipment and putting away.
* Assist in admin work such as calculating the uph and oph and also replying of mails.

**2015 – Jan 2018House keeping - Dubai**

 **Position: General cleaning**

#  Duties & Responsibilities

* Perform rotation cleaning duties (e.g. steam clean carpets, spring cleaning, super cleaning etc.) as required• Enters and prepares the room for cleaning.
* Dusts the room and furniture.
* Replenishes guestroom and bath supplies.
* Cleans the bathroom.
* Cleans the closet.
* Vacuums and racks the carpet.
* Checks and secures the rooms.

**2014 - 2015 Roasters Hotel**

 ***Position: Front Office Attendant***

# Duties & Responsibilities

* Register & process guests and their assigned rooms
* Accommodate guest requests
* Communicating with hotel staff on the status of guest rooms
* Up Selling guest rooms and promoting hotel services
* Handling cash payments
* Maintain a clean and neat front desk area
* Answer the phone at the front desk to respond to current and prospective guests’ needs
* Book reservations for individuals, families and groups as required
* Greet walk-in guests and guests with reservations when they arrive at the front

**2011 – Dec 2013 Nicolas Farm**

 ***Position: security***

# Duties & Responsibilities

* Monitor and authorize entrance and departure of employees,visitors and other person's to guard against theft and maintain security and premises.
* Write reports of daily activities and irregularities.
* Answer alarms and investigate distances.
* Call police or fire department in case of emergency.
* Patrol industrial and Comercial premises to prevent and detect sign of istruction and secure security of doors windows and gates.

# HOBBIES

* Travelling
* Reading Novels
* Socializing
* Watching security documentaries