

## **CURRICULUM VITAE**

### **PERSONAL INFORMATION**

**NAME:** Margaret Wanjiru  
**MOBILE NUMBER:** +97152 972 5473  
**EMAIL ADDRESS:** [meglast85@gmail.com](mailto:meglast85@gmail.com)  
**NATIONALITY:** Kenyan  
**DATE OF BIRTH** 18<sup>th</sup> of Feb 1985  
**LANGUAGE:** English & Swahili (Fluent in Written & Spoken)  
**VISA STATUS** Visit Visa



### **CAREER OBJECTIVE**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills and a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### **CAREER ATTRIBUTES**

- Highly experienced in cleaning, tidying, and maintaining hotel property and rooms
- Profound knowledge of general housekeeping and janitorial work
- Outstanding knowledge of writing correspondence and preparing reports
- Proficient in operating cleaning tools and moving housekeeping cart
- Ability to interpret documents like safety rules, and operating manuals, correctly
- Ability to work various shifts, weekends, and holidays, efficiently

**DATE OF EMPLOYMENT** : NOVEMBER 2015 - JANUARY 2021  
**NAME OF EMPLOYER** : MAASAI MARA RESORT  
**POSITION HELD** : HOUSEKEEPER / CLEANER

#### **Key Responsibilities**

- Oversee proper cleaning and sanitizing of guest 110 guest rooms and suites.
- Assign and update room updates in computer system.
- Order supplies and maintain inventory for cleaning products.
- Coordinated the cleaning of 45 hotel rooms.
- Handled inventory and ordering of cleaning supplies and linens for the housekeeping department
- Supplied guests with extra towels and toiletries when requested
- Informed supervisor when supplies were low
- Replenished guest supplies and amenities

- Cleaned and returned vacant rooms to occupant-ready status
- Operated incinerators and trash compactors to dispose of garbage
- Stocked toilet tissue and paper towels as well as other restrooms

**DATE OF EMPLOYMENT** : **OCTOBER 2012 - DECEMBER 2014**  
**NAME OF EMPLOYER** : **OLE SERENI SPA AND HOTEL**  
**POSITION HELD** : **CLEANER**

**Key Responsibilities**

- Empty and clean all waste containers
- Hand dust and wipe clean all workplace furnishings, files, fittings, panelling, and windowsills
- Damp wipe and buff all glass furniture
- Remove wastepaper and garbage from the building to the designated area
- Empty and clean ashtrays
- Clean and buff tile floor services
- Remove all finger marks and stains from vertical surfaces
- Vacuum all rugs and carpeted areas

**TRAININGS/LEARNING AND DEVELOPMENT**

- Health and Safety
- Manual Handling
- Customer service
- Coshh Training

**DATE OF STUDY** : **2009 - 2011**  
**NAME OF INSTITUTION** : **Nairobi Utalii College**  
**QUALIFICATION** : **Certificate in Customer Service and Sales**

**DATE OF STUDY** : **2004 - 2008**  
**NAME OF INSTITUTION** : **Bahati Secondary School**  
**QUALIFICATION** : **Kenya Certificate of Secondary Education**

**DECLARATION**

I **Margaret Wanjiru** hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance I can prove myself.

**Reference:** Available  
upon request.