**CURRICULUM VITAE**

 **PERSONAL DETAILS**

Name : Nick Anderson Kamau Karanja

Date of Birth : 27th May 1987

Nationality : Kenyan

Marital status : Single

Religion : Christian

Tel : +971554969214

Height 5’7 ft

Weight : 60 kgs

Pass port no : A2133300

Address : P.O Box 66739 00800

 Nairobi, Kenya

Languages : English, Swahili & Luganda

Email : 1andersonkamau@gmail.com

**CAREER OBJECTIVE**

To find a challenging position in a stimulating environment that will provide me with advancement opportunities.

**WORK EXPERIENCE**

**Year: JANUARY 2016- TO DATE**

**Company: LEOPOLDS OF LONDON**

 **Q-GOURMET**

**Position: WAITER/ TEA DOCTOR**

**Duties:**

* Involving in upselling of company retail product like teas,coffees,foods and drinks and coffee laboratory equipment.
* Assisting the guest in making decision on which products to purchase so as to have a memorable experience and maximum customer satisfaction.
* Representing the company image by ensuring all guest receive and appreciate all items and products on sale.
* Taking of inventory of tea stocks available for sale and ordering for additional teas to ensure availability and replenishment of existing stock.
* Involving myself in team work and team building activities, that enables team success and overall performance of our organization.
* Conducted tea training as part of the orientation process for the newly hired staff also offered training support to existing staff to keep them up to date on product knowledge

**Year: 2013-2015**

**Company: CARNIVORE RESTAURANT**

**Position: HEAD WAITER**

**Duties:**

* Scheduling dinning reservation and making arrangements for parties or special service for dinners
* Greeting guests, escorting them to their respective tables and providing menus.
* Supervising and coordinating activities to the dinning personnel to provide fast and courteous service to guests
* Inspecting dining area for neatness and cleanness
* Making of requisition for linen and other dinning supplies for tables and service stations
* Preparing beverages and expedite food orders.

**WORK EXPERIENCE**

**Year: 2012-2013**

**Company: BREW BISTRO LOUNGE**

**Position:WAITER/ CASHIER**

**Duties:**

* Greeting and welcoming guest entering the establishment afriendly and polite manner
* Receiving payments either by cash credit cards or vouchers and giving back change
* Counting money in cash drawer at the beginning of shift to ensure proper handover and ensuring there is enough change.
* Answer customer questions and concerns about company procedure and policies
* Calculate payments and transaction after end of shift and to ensure proper balance sheets

**WORK EXPERIENCE**

**Year:2008-2011{Part time}**

**Company:PUNCHLINE CLUB { KAMPALA UGANDA}**

**Position:WAITER**

**Duties**

* Greet and escort guest customers to their tables
* Educating guest on menu offering drinks and specials for them to select
* Preparetables by setting up liners silver ware andglasses.
* Taking accurate food and drinks order using pos ordering software order slips or by memorizing
* Arranging table settings and maintain a tidy dinning area
* Meeting with restaurant staff to review daily specials, changes on the menu and service specifications for reservations

**MAJOR ACCOMPLISHMENTS**

* Got promoted tea specialist to lead tea sales and share knowledge with the guest about the varieties of tea available and the benefits of drinking tea.
* Increased tea sales in both retail bypassing set target thus being an exceptional sales man
* Predicting and anticipating the customer’s needs and preferences thus ensuring quality customer satisfaction.
* Team leadership and management of people with different skills set to create an enabling working environment through positive synergies.

**STRENGTHS*:***

* High level of English command
* Quick learning ability at work and proper coordination
* High analyzing skill and confidence
* Excellent interpersonal relation and good presentation at work
* Trustworthy and transparent person in all aspects of life
* Hardworking and diligent person.

**EDUCATION BACK GROUND:**

**2006-2007: BUGEMA ADVENTIST COLLEGE**

* Uganda Advanced Certificate of Education(U.AC.E)

**2002-2005: KIRANGARI HIGH SCHOOL**

* Kenya Certificate of Secondary Education(K.C.S.E)

**1993-2001: WESTLANDS PRIMARY SCHOOL**

* Kenya Certificate of Primary Education(K.C.P.E)

**ADDITIONAL INFORMATION CERTIFICATION**

* Certificate of competence in computer application and packages at Bishop Kariuki College
* Certificate in life skills training by Kenya Youth Empowerment Project (KYEP) and Kenya Private Sector Alliance (KEPSA)
* Essential Food safety training program at syscoms college Abu Dhabi

**REFEREES:**

Will be provided upon request.

**AVAILABILITY:** immediately