

CURRICULUM VITAE

LUCY WAITHIRA MBURU

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PERSONAL INFORMATION

DATE OF BIRTH : 20th Feb 1998
SEX : FEMALE
CITIZENSHIP : KENYAN
MARITAL STATUS : SINGLE
RELIGION : CHRISTIAN
LANGUAGE : ENGLISH, KISWAHILI.
ID : 34411194

CAREER OBJECTIVE &

PERSONAL ATTRIBUTE

- To serve other people with integrity and high respect to the society also hardworking person with experience of working in a busy environment looking after the need of patrons. Attentively at all times with willing and a helpful manner that is required to answer phone calls taking reservation. A born again Christian, energetic. Self motivated individual possessing a wealth of knowledge and enthusiasm, keen on growth by way of overcoming challenging working environments and gaining relevant practical experience. Always approachable cheerful and possessing good observation skills as well as ability to work alone or as part of team.

PERSONAL SKILLS

- I have a good eye for details
- Work well under pressure.
- I believe in the power of team work
- I believe I have the ability to work a flexible schedule including weekends, and holidays.
- Am passionate about sharing the gospel of our lord Christ Jesus

SKILLS AND ABILITIES

- Welcoming
- Attention to details
- Helpful
- Basic math and computer skills
- Maintaining clean workspace

EDUCATION BACKGROUND

&
Qualification: Diploma In Beauty Therapy.

**MARCH 2017 – JULY 2017 : INSTITUTE : RUIRU COLLEGE OF CATERING AND
MANAGEMENT STUDIES.**

JULY 2016- SEPT 2016 : INSTITUTE : SOFT-TECH COMPUTER COLLEGE

Qualification: certificate in basic computer skills.

JANUARY 2012 – NOV 2015: INSTITUTE : WAMWANGI HIGH SCHOOL

Qualification :Passed Kenya Certificate Of Secondary Education

JAN 2003 – NOV 2015: INSTITUTE : WAMWANGI PRIMARY SCHOOL.

Qualification: Kenya certificate of primary education.

WORKING EXPERIENCE

OCT 2021- JAN 2023: BEST SYSTEMS SERVICES LIMITED
RESPONSIBILITY : OFFICE ASSISTANT

APRIL 2021 – SEPT 2021 EASY ASCA
RESPONSIBILITY RELATION OFFICER

APRIL 2020 – MARCH 2021 RAFIKI GAS DISTRIBUTORS
RESPONSIBILITY : CASHIER

NOV 2018 – JAN 2020 FABULOUS BOOKSHOP
RESPONSIBILITY : SALES WOMAN

AUGUST 2017 – DEC 2017 SPLASH BEAUTY PARLOR
RESPONSIBILITY : THERAPIST

APRIL 2016 – JULY 2016: SANLIZ BEAUTY SHOP
RESPONSIBILITY : SALES WOMAN

INTERESTS & HOBBIES

- Business
- Socializing
- Reading
- Working
- Singing

REFEREES

1. **SAMUEL MBUGUA WAWERU**
MANAGER – Fabulous Bookshop
Tel: 0721 947 510
2. **JULIE KARIMI**
COSMETOLOGY INSTRUCTOR – Anchor Hair And Beautify College
Tel: 0704 740 796
3. **STEPHEN MBOGO**
PASTOR – Potters Sanctuary Limuru
Tel: 0717 931480