

CURRICULUM VITAE

ROSE ATIENO MULAMA

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DATE OF BIRTH : 18th Feb 1990.
NATIONALITY : KENYAN
GENDER : FEMALE
CURRENT RESIDENCE : Qatar
LANGUAGES : English, Swahili and Arabic
PASSPORT : A2517479

CAREER OBJECTIVES.

I seek to offer competent skills with an aim of developing a career to a comprehensive social, economic

Development, alleviation of human suffering and recognition of human dignity. To fully utilize acquired skills

Efficiently and work together with my colleagues to further my ambition, interest and knowledge in an

Enabling environment.

PERSONAL TRAITS

I am a hardworking person who loves challenges and also result oriented with vast knowledge in perfect social. Skills problem solver and team player. Able to handle multiple tasks and highly motivated. I am able to meet Set deadlines

EDUCATION BACKGROUND

<u>DATE.</u>	<u>INSTITUTION.</u>	<u>COURSE</u>	<u>GRADE</u>
2013Jan -2014 Dec	Kenya Utalii College	Diploma in Hotel Management	Credit
2012 Jan - Dec	Kenya Utalii College	Certificate in Front Office Management and Tourism	Credit
2010 Jan - Dec2011	Kenya Institute of Management	Diploma in Sales and Marketing	Credit
2009 Jan - Dec	Bushtech Computer College	Computer Packages	Credit
2005 - 2008	Luuya Girls High School	Kenya Certificate of Secondary Education	C (Plain)
1994 - 2004	California Academy	Kenya Certificate of Primary Education	351 out of 500

WORK EXPERIENCE

2021 TO DATE Automotive Garage Carbon Motors Al Rayan Qatar

Receptionist/Junior Accountant

Duties as a Receptionist

- Directing customers to the correct department.
- Notifying the appropriate person that a customer is waiting and introduces the customer to a salesperson.
- Answering incoming phone calls.
- Communicating with callers and visitors in a professional, friendly and efficient manner.
- Enters data into prospect tracking system and runs prospect reports for managers weekly.
- Receiving Cars and write a job card upon Arrival
- Notifying customers when the car is ready for pick up

Duties as a junior Accountant

- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Assist senior accountants in the preparation of monthly closing and reports

2019 Jan - Dec 2020 Automotive Garage Carbon Motors Al Rayan Qatar.

Warehouse Supervisor and Store keeper

- Issuing automotive or transit parts and related materials.
- Assisting in identifying needed items through the use of parts catalogs and materials management/computer systems;
- Receiving, releasing, and storing automotive and/or transit parts and related materials from vendors
- Maintaining storeroom and storeroom equipment in a clean, safe and orderly condition.
- Contacting vendors regarding prices, specifications, or delivery, and places orders, as authorized.
- Utilizing of the computer system, as required, to review parts usage, track/monitor inventory records and vendor compliance
- Doing monthly stock check

2017Jan - Dec 2018 :Babalhara Food mini Mart Al khertyat Qatar

Cashier

- Providing Customers friendly and efficient cashiering services.
- Taking payments from customers via cash and credit cards.
- Responsible for the accurate and timely allocation of cash.
- Entering purchases into cash register, then calculating the total purchase price.
- Advising customers on our new products and offers.
- When less busy I help out in arranging the shelves systematically and making sure the shop is clean and in order
- Advising Customers about our new products and monthly offers

2015 Jan - Dec2016 : Four seasons hotel Dubai

Receptionist/Hostess

Duties as a Hostess

- Welcoming guests in a warm and friendly manner. Ascertaining their dining/lodging needs.
- Monitoring restaurant activity to determine seating and dining flow.
- Responding to guest inquiries and requests in a timely, friendly, and efficient manner
- Performing opening and closing duties, as needed.
- Assisting others with side work including, but not limited to cleaning, stocking, folding silverware, etc.
- Helping fellow team members and other departments wherever necessary to maintain positive working relationships

Duties as a Receptionist

- Performing all check-in and check-out tasks.
- Managing online and phone reservations.
- Informing customers about payment methods and verify their credit card data.
- Registering guests collecting necessary information (like contact details and exact dates of their stay)
- Welcoming guests upon their arrival and assign rooms.

OUTSTANDING SKILLS

- Able to work under minimum supervision
- Highly motivated, inspired and passionate
- Great communication skills

HOBBIES

- Socializing
- Travelling
- Networking
- Reading Novels

REFEREES

PROVIDED UPON REQUEST

DECLARATION

I declare that information given is true and is within my knowledge