

CURRICULUM VITAE

PERSONAL DETAILS



Name: Arita Mildred Kerubo (F)
Date: 01/Feb/1989
Nationality : Kenyan
Marital status : Single
Religion : Christian
Telephone: +97430310154
Height : 5FT
Weight: 70KG
Passport : A2585535
Language : English, Kiswahili
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CAREER OBJECTIVES

Looking forward to successfully obtain the best in my career, being open minded, creative innovative and hardworking to utilize my skills and knowledge.

PERSONAL ASSESMENT

- Optimistic, Loyal and Honest
- Excellence leadership, analytical, planning and organizational skills
- Team Work
- Efficient work and accurate results with minimum supervision

EDUCATION BACKGROUND

2003-2006: ST. Monica Secondary School
(Kenya Certificate of Secondary Education)

1995-2002: Makairo Primary School
(Kenya Certificate Of Primary Education)

WORK EXPERIENCE

2017-Date: FASCILTIES MANAGEMENT AND MAINTENANCE (F.M.M)

Position: Office Support Staff/ (Accomodations HR Department)

Duties & Responsibilities

- Photocopying & Filing
- Arrangement of Office Files In Specific Draws
- Co-ordinating and Relaying of information to relevant departments
- Ordering & Receiving of Office Essentials
- Maintaining and Cleaning the standard of Office Cleanliness and set up
- Managing Office Opening hours and Office Closing Hours
- Arranging Relevant Information on the Notice Board
- Maintain the Confidentiality of Office Communications

2009 Dec-June2012:

BOSIANGO PRIMARY SCHOOL
Position:Assistant Teacher

- Reinforce Lesson Presented by the teacher by reviewing materials one on onewith pupils
- Enforce school and class rules to help teach student proper behavior
- Help teachers with recording, keeping such as tracking attendance and calculating grades
- Help supervise students in classes Rooms
- Assist in school sports activity by encouraging Competition in Races and other games

2012- 2017

BONDS RESTAURANT

Position: housekeeking
Duties

- Sweep and wash/mop Floors
- Keep Storage Area Well stocked, clean and tidy
- Polish Silver accessories and metalwork such as fixtures and fittings
- Remove dirt from driveways, garages and swimming pool aresa
- Replace light bulbs
- **Replenish** supplies such as drinking glasses,linens, writing supplies,

**2018-TO date FASCILITIES MSNAGEMENT
AND MAINTENANCE FMM**

HOBBIES

- Travelling
- Athletics
- Making friends
- Socializing

REFEREES

Jessica Cudos
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