

SUSANWANJIKUKAMA U

PERSONAL DETAILS

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D. O. B :7/06/1997

EMAIL

:susankamau771@gmail

l.comNATIONALITY: Kenyan

LANGUAGES: English and Kiswahili

EDUCATION

MAY2022-SEPT2022:IconTrainingCenter(Qatar)

- NEBOSH International General Certificate in Occupational Health and Safety. JULY 2016-JULY 2018 : Kiambu Institute of Science and Technology

- Craft Certificate in Electrical and Electronics Engineering(Power option)

DEC 2015-FEB 2016 : Pettans Driving and Computer Collage

- Certificate in Computer packages(Microsoft office,Ms excel,MsPowerPoint) FEB 2011-NOV 2015:Kamandura Girls High School

- Kenya Certificate of Secondary School.(K.C.S.E)
Jan 2004-NOV2010 :Musa Gitau Primary School

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

WORK EXPERIENCE

Aug 2021 to date:Working as a receptionist in Rangers Security Service Company (Qatar)

Roles and responsibilities

- Responsible of controlling, monitoring and authorizing entrance and exit of visitors and other persons
- Reporting of daily activities and irregularities such

as damaged property or equipment

- Maintaining the daily record sheets: duty register, arrival and exit register
- Dealing with customers by giving them information and guidance

- Responsible of the safety of visitors incase of emergencies
- Registering the entrance and leaving of the visitors or tenants

April 2019 to April 2021: Worked as a janitor in Qatar International Trading And Investment Company (Qatar)

Roles and responsibilities

- To ensure that the common areas are clean, well maintained and organized.
- To clean, vacuum, sweep and mop floors.
- To cooperate with the rest of the staff.
- To perform document routine, inspection and maintenance activities.
- To notify management of occurring deficiencies or needs for repair.
- To stock and maintain supply rooms.
- To follow all health and safety regulations.

AUG 2017-NOV 2017: Attached with Kenya Power and Lighting Company. (K.P.L.C)

- System control
- Construction
- Common Services
- Emergency Services
- Electrical Plant

Dec 2015 to date: Volunteering in the youth worship team.

PERSONAL ATTRIBUTES

- Organization
- Good verbal and written communication skills.
- Analytical skills
- Critical thinking and active learning
- Ability to work in harmony with co-workers.
- Eager and willing to add to my knowledge base and skills.
- Presentation skills using MS Office
- Interpersonal skills

REFEREES

Mr. Michael Jungi

Principal,

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eand Technology

P.O.BOX414-
00900,KIAMBU

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Company

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NAIROBI

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