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## JOHN MUTHEE MANYEKI

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### LAUNDRY ATTENDANT

P.O. BOX 330-00900

Kiambu - Kenya

Cell+254 792546180

manyekij2@gmail.com

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### PERSONAL PROFILE:

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Hardworking and reliable Valet Driver with excellent driving and customer service records. Available evenings weekends and holidays on short notice. Able to work well independently or as part of a team of valet drivers

### KEY STRENGTHS:

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- Good knowledge of motor vehicle safety precautions
- Good familiarity with traffic rules
- Strong ability to plan and schedule
- Ability to stay calm and courteous in difficult situations
- Clean driving record with DL
- Strong grasp of operating instructions safety rules and procedures
- High ability to speak write and read English
- Outstanding customer service and communication skill

### PERSONAL AND CONTACT DETAILS:

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Name	:	John Muthee manyeki
Gender	:	Male
Date of Birth	:	26 <sup>th</sup> January 1994
Nationality	:	Kenyan
Marital Status	:	Married

## EDUCATION

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- **Hope Computer College** **2012 To 2013**  
Computer Packages and Installation  
Certificate
- **Kiambu Township Secondary School** **2009 To 2012**  
Kenya certificate of secondary education  
(K.C.S.E)
- **Ikinu Primary** **1998 To 2008**  
Kenya certificate of primary education  
(K.C.P.E)

## PROFESSIONAL QUALIFICATIONS

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I am a certified driver with a lot of experience and reliable Company Driver with work experience at a number of well-established companies. Strong auto mechanical background and ability to identify potential vehicle operation problems. Mindful of all current safety rules governing large vehicle operation

## WORK EXPERIENCE

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**COMPANY: MR. VALET COMPANY**

**Date: 2019 November - December 2023**

Mr. Valet Company in various locations which includes ○ Intercontinental Hotel In Doha, ○ Pearl Qatar, ○ JW Marriott, ○ Dusit Hotel, ○ Intercontinental Hotel ○ Hotel Katara ○ Sidra Hospital

**COMPANY: ACCOR HOTELS - House keeping Supervisor**  
**Date: 2017 – 2018**

• **TALABAT DELIVERY (DURING COVID-19 EPIDEMIC) DESIGNATION**  
**: FOOD DELIVERY**

**Duties**

- Efficiently handled the pre-trip and post-trip inspections of the vehicle before leaving the company premises
- Maintained complete and appropriate records regarding the dispatches made and invoices generated
- Maintained complete records regarding the invoices, production transport, and special instructions regarding delivery
- Looked after the loading and unloading of the goods, assisted in the delivery procedures, and implemented ways to enhance the warehouses

**DESIGNATION: DISHWASHING**  
**FROM FRB TO APRIL**

**Duties**

**DUTIES AND RESPONSIBILITIES:**

- Ensure the kitchen is clean, well maintained and organised at all times.
- Ensure floors are dry and clean at all times.
- Operate pot-washing machinery and maintain a hygienic working environment in accordance with hygiene regulations and company standards.
- Adhere to all sanitation guidelines.

**WAITER**  
**FROM: MAY TO JUN**

**Duties**

- Provide excellent customer services
- Always strive towards best customer satisfaction
- Greet customers and present menus
- Make suggestions based on their preferences
- Take and serve food/drinks orders
- Up-sell when appropriate
- Arrange table settings
- Keep tables clean and tidy at all time

**BARTENDER**  
**FROM: JULY TO AUGUST**

**Duties**

- Take customer orders in a friendly and timely manner
- Check identification to verify customer is of legal age
- Comply with all local food and beverage regulations

***John Muthee manyeki***

- Clean all bar surfaces to maintain a safe and sanitary environment
- Come up with unique happy hour ideas
- Take bar inventory and place reorders

## COMMUNITY ACTIVITIES

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- Secretary at Young Achievers Group - Muchatha

## OTHER LEADERSHIP ROLES AND RESPONSIBILITIES

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- Kiambu Township secondary school
  - Was library prefect
  - Handball player
  - Chairman of history club
- Skynet business college
  - Class representative

## MEMBERSHIP

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- Member of shade of life youth group

## INTERESTS

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- Technology
- Research
- Innovation
- Any other digital new age relates job

## HOBBIES

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- Driving
- Watching movies
- Travelling

- Making new friends
- Watching movies and documentaries

**CHARACTER REFERENCES:(can provide upon request)**