

## CURRICULUM VITAE

### PERSONAL DETAILS:

NAME : GRACE M. NGALA  
DATE OF BIRTH : 1984  
NATIONALITY : KENYAN  
I.D NUMBER : 24824966  
GENDER : FEMALE  
RELIGION : CHRISTIAN  
CONTACT ADDRESS : P.O.BOX 310520-000600 NAIROBI  
CELL NO. : 0720-509261/ 0722-389405  
LANGUAGES : FLUENT IN ENGLISH &KISWAHILI, BASIC IN FRENCH



### OBJECTIVES:

To work in hotel and Tourism industry and to be the most productive and reliable personnel in hotel & tourism industry.

### EDUCATION BACKGROUND:

#### Professional background

2006 – 2007 Kenya Utalii College Certificate in Food & Beverage service and sales  
2001 – 2004 Kombeni Girls High School KCSE C-(minus)  
1991 – 2000 Bundacho Primary School KCPE scored 400 points

### WORKING EXPERIENCE

Nov 2006 – Jan 2007 Attached to Nairobi club in the Food and Beverage service Departments.  
2007 – 2009 (to date) Working at Nairobi University as an Asst-Supervisor.

### Duties and Responsibilities

- Taking orders and service
- Table setting
- Cleaning of glasses and cutlery
- Preparation and serving of mixed drinks

### Areas covered

- Restaurant
- Bars
- Banqueting
- Room service

### HOBBIES

- Doing social work
- Travelling
- Athletics

### REFEREES

#### PERSONAL

Mr. Reginald Kang'ethe  
Head of Department Food & Beverage  
service  
Utalii College  
P.O.BOX 31052-00600 Nairobi

Mr. Charles Sakong'  
Lecturer Food & Beverage service  
P. O. BOX 31052-00600 Nairobi  
Tel. 0721-564356

Mr. Ezekiel Minabo  
Nairobi Club Food & Beverage service  
P.O.BOX 30171 Nairobi

#### PROFFESIONAL

1. Mr. Robert Lugwe  
Director, Nairobi University  
P.O. BOX 63870  
NAIROBI.
2. Mr. Walece Mallo  
General Manager  
Nairobi University  
P.O.BOX 63870  
NAIROBI.