

CURRICULUM VITAE

NAME: MARY KANALI

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PERSONAL INFORMATION

DATE OF BIRTH: 13TH SEPTEMBER 1978

I.D NO: 21836357

RELIGION: CHRISTIAN

CITIZENSHIP: KENYAN

MARITAL STATUS: SINGLE

WORK EXPERINCE

**AUG 2018 TO DATE: UNIVERSITY OF NAIROBI (CESSP) DEPARTMENT
POSITION: Ag. ADMINSTRATION ASSISTANT**

FEB 2015 TO DATE: UNIVERSITY OF NAIROBI (CESSP DEPARTMENT)

POSITION: HOUSEKEEPER

- HEAD OF KITCHEN AND COOK, REQUISITION FOR KITCHEN ITEMS, COST CONTROL, AND SERVING THE STAFFS AND VISITORS.

JULY 2012 TO FEB 2015: UNES HEAD OFFICE

POSITION: COOK

- PREPARTION AND SERVICE OF TEA TO STAFF AND VISITORS,REQUISITION OF KITCHEN ITEMS AND ASSISTING IN CLEANING OF THE OFFICES.

**MAY 2011 TO JUNE 2012: UNES ARZIKI RESTAURANT
POSITION: AG: HEAD COOK**

- HEADING THE KITCHEN, MENU PLANNING, COST CONTROL, REQUISITION FOR KITCHEN ITEMS AND SUPERVISING THE KITCHEN STAFF

JAN 2009 TO APRIL 2011: UNES ARZIKI RESTAURANT

- WORKING AS A COOK, RELIEVES THE CHEF AND EXECUTIVE CHEF WHILE OFF DUTY, SERVICE OF OUTSIDE CATERING ORDERS

AUG 2007 TO DEC 2008: KENCHIC INN- TASTY CHIC LTD

- WORKING AS A SUPERVISOR AND A SENIOR COOK, MENU PLANNING, COST CONTROL, PURCHASES AND SERVICE

NOV 2004 TO MAY 2006: KENYATTA UNIVERSITY CATERING UNIT

- DID COOKERY, MENU PLANNING, SERVICE AND COST CONTROL

JULY 2002 TO OCT 2004: SUNKIN CATERING SERVICES

- SPECILAIZED IN COOKERY, SERVICE, MENU PLANNING, COST CONTROL AND OUTSIDE CATERING

JAN – APRIL 2002: LA BELLE INN –NAIVASHA

- A TRAINEE IN FOOD PRODUCTION, DID MENU PLANNING, COOKERY, SERVICE, COST CONTROL AND BANQUETING

JAN – APRIL 2001: NYALI BEACH HOTEL- MOMBASA

- AS A TRAINEE IN FOOD PRODUCTION DEPARTMENT, HELPED COMPILE MENUS, COOKERY, SERVICE AND STORES

EDUCATION BACKGROUND

COLLEGE

JAN 2016 TO DEC 2018

MOUNT KENYA UNIVERSITY
BACHELORS OF BUSINESS MANAGEMENT (HUMAN RESOURCE OPTION)

JAN 2012 TO JUNE 2012

KENYA INSTITUTE OF MANAGEMENT
CERTIFICATE IN MANAGEMENT

MAY 2000 – MAY 2002

PARK PLACE HOTEL TRAINING CENTRE
CERTIFICATE IN FOOD PRODUCTION

HIGH SCHOOL

1994- 1997

GOIBEI GIRLS HIGH SCHOOL

KENYA CERTIFICATE OF SECONDARY EDUCATION (K.C.S.E)

PRIMARY

EREGI GIRLS PRIMARY SCHOOL

KENYA CERTIFICATE OF PRIMARY EDUCATION (K.C.P.E)

OTHERS

- MS DOS
- MS WORD
- MS EXCEL

PERSONAL INTERESTS

- MUSIC
- TRAVELLING
- READING
- MAKING FRIENDS

REFEREES

1. GEOFFREY MUSERA
F&B SUPERVISOR ARZIKI RESTAURANT
P.O BOX. 6320-00100
NAIROBI

TEL: 0721456940/0738366555

2. CATHERINE OCHOKI
DIRECTOR CASB
KENYATTA UNIVERSITY
P.O BOX. 43844
NAIROBI

TEL: 0722409996

3. SUSAN KINOTI
THE MANAGING DIRECTOR
SUNKIN CATERING SERVICES
P.O BOX. 56381
NAIROBI