

# CURRICULUM VITAE



## PERSONAL DETAILS

Name : Marcus Kimani Kinyanjui  
Date of Birth : 17<sup>th</sup> October 2001  
Gender : Male  
Nationality : Kenyan  
Marital Status : Single  
Religion : Christian  
Height : 5`7ft  
Weight : 63kgs  
Id No : 39102855  
Tel : 0740740346  
Languages : English, & Kiswahili  
Email : Kimanimarcus196@gmail.com



## CAREER OBJECTIVE

Experienced Kitchen Utility with a friendly disposition and excellent customer service skills. Am punctual, hardworking, and committed team-player, highly effective at tasks requiring quality-control and attention to detail, to contribute towards the development of the organization.

## PERSONAL ATTRIBUTES

- Hardworking and energetic with excellent communication skills.
- Strong time management and customer service skills.
- Attention to detail.
- Time management, and multitasking abilities.
- Ability to work and communicate well with others.
- Willing to perform repetitive tasks for extended periods.
- Excellent ability to understand and carry out instructions tactfully.

## SKILLS AND STRENGTHS

- ✓ Excellent organizational
- ✓ Outstanding interpersonal skills.
- ✓ Capacity to work in a fast-paced environment.
- ✓ Ability to stand for extended periods.
- ✓ Ability to work shifts, over weekends, and on public holidays, as needed.

## EDUCATION BACKGROUND

**Feb -Mar 2020** : Jusnet Business Institute  
**Award** : **Certificate in Computer Operations**

**2016-2019** : Malindi High School  
**Award** : **Kenya Certificate of Secondary Education**

**2008-2015** : St. Paul Kindergarten and Primary School  
**Award** : **Kenya Certificate of Primary Education**

## **WORKING EXPERIENCE**

Aug 2021-Dec 2022

### **LEOPARD POINT LUXURY BEACH RESORT & SPA**

**Position: Kitchen Utility Worker**

#### **Duties & Responsibilities**

- Cleaning all dishes, work stations, cooking equipment, and food storage areas in accordance with food safety regulations.
- Washing, chopping, shredding, and grating ingredients for subsequent use by the chef.
- Sweeping and mopping floors, as required.
- Assisting with the unloading of deliveries.
- Storing ingredients according to prescribed food safety regulations.
- Assisting with the monitoring of inventory.
- Reporting all damaged or faulty equipment to the kitchen manager.
- Packaging customers' leftover food upon request.
- Cleaning trash cans and disposing refuse on a regular basis.

July 2020 - June 2021

### **SILVER ROCK HOTEL**

**Position: Kitchen Helper**

#### **Duties & Responsibilities**

- Assist and coordinate with chefs in carrying out culinary tasks to produce quality food
- Assist culinary workers with preparing food trays and make deliveries to inmate doors.
- Cook food using servsafe guidelines.
- Properly washing and drying all dishes, utensils, cooking instruments and cutting boards.
- Neatly putting away all utensils, cooking instruments, dishes, and cutting boards in their respective places.
- Packing take-out orders as needed.
- Removing garbage, replacing garbage bags, and washing garbage cans.
- Mopping and sweeping the kitchen areas as required.
- Storing ingredients and food items according to food safety standards.

## **HOBBIES/INTERESTS**

- Traveling
- Socializing and making friends.
- Reading

## **INTERESTS**

**TO BE PROVIDED UPON REQUEST**



Address: Malindi, Smeraldo Road (Mayungu Road)  
P.O. Box 6037 – 80200 Malindi – Kenya  
Telephone: +254 762 358181, +254 757 922 517  
Email: [info@leopardpointbeachresort.com](mailto:info@leopardpointbeachresort.com)

**DECEMBER, 30 2022.**

**TO WHOM IT MAY CONCERN,**

Dear Sir/Madam

**RECOMENDATION LETTER FOR MARCUS KIMANI KINYANJUI**  
**ID NO: 39102855**

This is to confirm that **Marcus Kimani** was an employee at Leopard Point Beach Resort where he was working as a *Kitchen Utility* in Kitchen Department from 3<sup>rd</sup> August 2021 up to 30<sup>th</sup> December 2022 and proved himself as both creative and hard working.

Marcus has the ability to handle Kitchen cleaning tasks, thorough knowledge of food safety procedures, maintaining a clean work environment by disposing of garbage, sweeping floors, and washing dishes. In addition he has the urge to know the unknown.

In this period, Marcus came across as a focused, gentle and kind-hearted person with a dedicated and disciplined mind-set towards his work thus; eager to learn and add value to the work assigned to him.

He has all the qualities that certify him as good Kitchen Utility. We strongly recommend and wish him all the best in his future endeavors.

For any information contact the undersigned.

Yours faithfully,

.....

**Signature**

Mr. Paul Ryan

Managing Director

P.O. Box 6037 – 80200, Malindi-Nairobi

[info@leopardpointbeachresort.com](mailto:info@leopardpointbeachresort.com)

**MANAGING DIRECTOR**  
**LEOPARD POINT BEACH RESORT**  
**P.O. Box 6037-80200**  
**MALINDI-KENYA**



# The Kenya National Examinations Council



## KENYA CERTIFICATE OF PRIMARY EDUCATION

### KCPE

This is to certify that the candidate named below sat for the Kenya Certificate of Primary Education examination in the subjects shown and attained the grades indicated.

NAME: MARCUS KINYANJUI KIMANI 04107208/017  
ST PAUL KINDERGARTEN AND PRIMARY SCHOOL 04107208

#### SUBJECT

ENGLISH LANGUAGE  
KISWAHILI  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES AND RELIGIOUS EDUCATION

#### GRADE

B- (MINUS)  
C (PLAIN)  
C+ (PLUS)  
C- (MINUS)  
D+ (PLUS)

EXAMINATION OF 2015  
PRINTED : 161015:08093687



Chief Executive Officer  
Kenya National Examinations Council

Chairman  
Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE/ 15

2673923



# The Kenya National Examinations Council



## KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



**NAME:** MARCUS KINYANJUI KIMANI  
MALINDI HIGH SCHOOL

**IDENTIFICATION NUMBER:** 04107101/160

**SUBJECT**

101 ENGLISH  
102 KISWAHILI  
121 MATHEMATICS  
231 BIOLOGY  
232 PHYSICS  
312 CHEMISTRY  
451 GEOGRAPHY  
COMPUTER STUDIES

**GRADE**

D (PLAIN)  
D (PLAIN)  
E  
D- (MINUS)  
D- (MINUS)  
D- (MINUS)  
D (MINUS)  
D (MINUS)  
C+ (PLUS)



**SUBJECTS NAMED EIGHT MEAN GRADE D (PLAIN)**  
**EXAMINATIONS OF YEAR 2019**  
**PRINTED: 200527:105858**

Chief Executive Officer  
Kenya National Examinations Council



Chairman  
Kenya National Examinations Council

This is a secure document printed using special paper and inks. Please hold it up to the UV light to verify that the word BARAZA LA MITIHANI and the "AUTHENTIC" embedded thread can be seen through the paper. Not valid without a hologram.

**KCSE / 19 3828167**

(See overleaf for conditions of issue)



Registered by:  
Ministry of Higher Education,  
Science & Technology.  
Registration No:  
MOHEST/PC/1755/012



Student No: **JB/MLD/02/20/099**  
Certificate Serial No: **2020ICT120**

# JUSNET BUSINESS INSTITUTE

Computer, Languages, Business, Technical & Hospitality Studies

## Certificate

Awarded To

**Marcus Kinyanjui Kimani**

having successfully completed  
*Certificate in Computer Operations*

Covered From: **02/02/2020** To: **24/03/2020**  
covering the following areas of training: -

<b>Introduction to Computers</b>	<b>83</b>
<b>Windows</b>	<b>85</b>
<b>Typing &amp; Keyboarding</b>	<b>90</b>
<b>Microsoft Word</b>	<b>87</b>
<b>Microsoft Excel</b>	<b>89</b>
<b>Microsoft Access</b>	<b>84</b>
<b>Microsoft PowerPoint</b>	<b>89</b>
<b>E-Mail &amp; Internet</b>	<b>88</b>

With a **Distinction**

Malindi, Dated 31<sup>st</sup> March 2020

  
Director