

CURRICULUM VITAE

PERSONAL DETAILS



Name : Belindah Khalayi Kisianga'ani
Date of Birth : 16th February 1986
Gender : Female
Nationality : Kenyan
Marital Status : Single
Religion : Christian
Telephone Number : 0715375923
Weight : 58kgs
Height : 5.7ft
Address : P.O Box 1194-50200, Bungoma
Languages : English, Kiswahili
Email : tyranafula623@gmail.com

OBJECTIVES

Working in a competitive environment and making my place of work a success.

Always work hard and fit environment.

EDUCATIONAL BACKGROUND

2006 – 2007 : **Dominion Computer College**
Certificate in full Secretariat

Subjects covered

- Short Hand
- Speed Test
- Business English
- Commerce
- General Typing
- Office Practice
- Computer Packages

Jan 2009 – Dec 2011 : **Kenya Utalii College**
Diploma in Hotel Management

Subjects Covered

- Food Service
- Menu
- Departments of Food and Beverages
- Types of Wines
- Food Management
- Housekeeping

2001 – 2004 : **St. Cecilia Girls High School**
Kenya Certificate of Secondary Education

1993 – 2000 : **Bungoma D.E.B Primary School**
Kenya Certificate of Primary Education

WORK EXPERIENCE

2006 – 2009 : **Top Towers Insurance Agencies**

Position: Secretary

Secretary, Underwriting, Handling of clients and Claims, Financial Accounting, Record Keeping, Updating of Files.

2010 – 2018 : **Rangers Restaurant (Four Star Restaurant)**

Position: Waitress / Hostess

Duties

- Welcoming the visitors and helping them get sited
- Inform customers of daily specials
- Taking orders from customers.
- Stock taking
- Prepare checks that itemize the total meal cost and salestaxes
- Present menus to patrons and answer questions aboutmenu items, making recommendation upon request.
- Remove dishes and glasses from tables or counters andtake them to Kitchen for cleaning.
- Stock service areas with supplies such as coffee, food,tableware and linens.
- Ensure personal hygiene and work area is clean andsanitized all the time.
- Solving all queries of guest and customers andmaintaining high standards of cleanliness.

2019 – To date : **Aquadrom Yuls Restaurant Mombasa**

Position: Supervisor

Duties

- Welcoming the visitors and helping them get sited
- Inform customers of daily specials
- Taking orders from customers.
- Stock taking
- Prepare checks that itemize the total meal cost and salestaxes
- Present menus to patrons and answer questions aboutmenu items, making recommendation upon request.
- Remove dishes and glasses from tables or counters andtake them to Kitchen for cleaning.
- Stock service areas with supplies such as coffee, food,tableware and linens.

HOBBIES

- Visiting the needy and orphans
- Reading the novels
- Travelling
- Listening to music

REFEREES

1. Bibiana Nafula
Swak Chairlady, Bungoma District
P.O Box 1186,
Bungoma.
Tel: 0726 616016
2. Benjamin Mutua
Manager Rangers Restaurant,
Nairobi.
Tel: 0726086273
3. Richard Kingoo
Restaurant supervisor,
YulsMombasa
Tel: 0721919908



THE KENYA UTALII COLLEGE



DEPARTMENT OF HOSPITALITY
AND TOURISM

This is to certify that

BELINDA KHALAYI KISIANG'ANI

ID No. 24951471

Admission No. 107P00205

satisfactorily completed a course of
study from 08-Jan-2009 to 11-Dec-2011 and passed
the prescribed examination and subsequently awarded this

DIPLOMA

IN

HOTEL MANAGEMENT

with

PASS

in accordance with the mandate vested in the polytechnic university college
by legal notice No. 160 of 2007

PRINCIPAL

REGISTRAR

6/3/2012

DATE

HEAD OF DEPARTMENT

Cert No. 109C00485

This certificate was issued without any alterations whatsoever

The Kenya National Examinations Council



This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below and qualified for the award of a

Kenya Certificate of Secondary Education

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

KISIAN GANI K BELINDAH

F

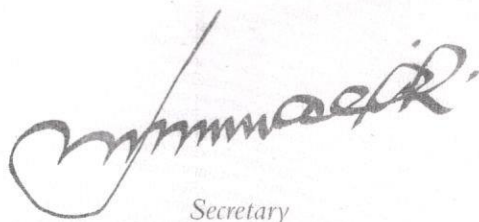
602409/061

ST CECILIA GIRLS HIGH SCHOOL MISIKHU

	GRADE
101 ENGLISH	C+(PLUS)
102 KISWAHILI	B (PLAIN)
121 MATHEMATICS	D (PLAIN)
231 BIOLOGY	B (PLAIN)
232 PHYSICS	C-(MINUS)
233 CHEMISTRY	C (PLAIN)
312 GEOGRAPHY	D+(PLUS)
441 HOME SCIENCE	B (PLAIN)

SUBJECTS NAMED EIGHT MEAN GRADE C+(PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2004



Secretary

Kenya National Examinations Council



Chairman

Kenya National Examinations Council

This is a secure document using special paper.
Please hold it up to the light to verify that the word
MITIHANI and the "GENUINE" embedded thread
can be seen through the paper.

KCSE 2574664

Not valid without a hologram

(See overleaf)



TOPTOWERS INSURANCE AGENCIES

F OR ALL CLASSES OF INSURANCE

P.O BOX 1186
N.S.S.F BUILDING
MUMIAS ROAD

NEXT TO CATHOLIC CHURCH
FIRST FLOOR
TEL: 0726616016

DATE... 11/12/2009

To whom it may concern

REF: MS. BELINDAH KISIANG'ANI

We would like to confirm the above named person who worked for our agencies from 2007 February to 2009 December.

She worked as a secretary and a receptionist of which her duties were handling of claims, clients and issuing of certificates, financial accounting, book keeping and updating of files . She is a hardworking lady who is ready to cooperate learn and turn your institution to a great success.

We are confident to recommend her to any institution or employer who wishes to work with her. We wish her all the best.

Yours sincerely

MERCY KAMAU
MANAGER



DOMINION COMPUTER WORKS
COMPUTER TRAINING CENTRE

CERTIFICATE

JN

INTRODUCTION TO COMPUTER	-	DISTINCTION
WINDOWS	-	CREDIT
MS DOS	-	CREDIT
MS. WORD	-	DISTINCTION
MS. EXCEL	-	DISTINCTION
MS. ACCESS	-	DISTINCTION
MS-POWERPOINT	-	DISTINCTION
INTERNET	-	DISTINCTION

Is Awarded to

BELINDA KISIANG'ANI

On successfully passing the center examinations.

TUTORS SIGN : *[Signature]*

DATE: 02/02/06.

PRINCIPAL SIGN: *[Signature]*

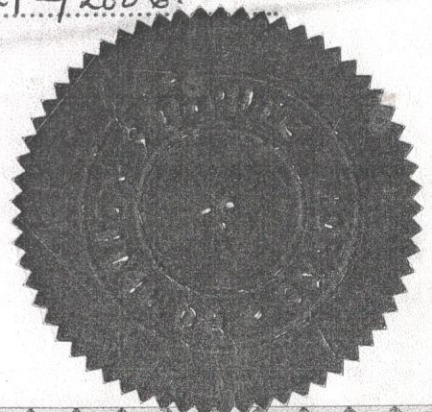
DATE: 2/2/2006.

DOMINION COMPUTER COLLEGE

P.O. BOX 1906

BUNGOMA

TEL: 0734 - 443661 / 055- 30503





TO WHOM IT MAY CONCERN

REF: Ms. BELINDA KISIANG'ANI

We would like to confirm that the above named person worked at Rangers restaurant from 4th October 2010 to date.

She worked in the service department as a restaurant waitress. As well as in the front office department as a hostess. During her stay, she proved to perform her duties diligently as assigned. She also proved to have a good learning spirit and competent with time.

We wish her all the best in her future endeavors and we are confident to recommend her to any employer who wishes to work with her.

Yours sincerely

Bevon Situma

Human Resource

New Rangers Restaurant

Nairobi National Park, Lang'ata Road, next to the entrance of the Nairobi National Park



ED/B 100 (Rev.)

REPUBLIC OF KENYA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

KENYA SECONDARY SCHOOL LEAVING CERTIFICATE

ST: CECILIA GIRLS' HIGH SCHOOL MISIKHU
P.O. BOX 47, WEBUYE

Admission/Serial No. 3800

THIS IS TO CERTIFY THAT Kisiang'ani K. Belindah

entered this school on 3/2/2001 and was enrolled in

Form One, and left on 12/11/2004 from

Form Four having satisfactorily completed the approved

course for Form Four

Date of Birth (in Admission Register) 16/2/1986

Headteacher's report on the pupil's ability, industry and conduct

She was a hardworking and well behaved student.

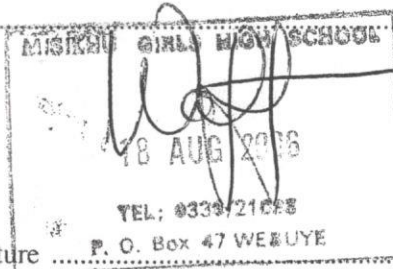
She was capable and responsible class prefect.

An active member of Science and Kiswahili clubs.

Pupil's Signature

Date of Issue 18 August 2006

Signature Headteacher



NATIONAL POLICE SERVICE



DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS

P.O.Box 30036-00100 GPO
NAIROBI, KENYA

Ref. No. **PCC-ERTAPYOD**

Date. **14 September 2022**

POLICE CLEARANCE CERTIFICATE

I hereby certify that the fingerprints recorded from
BELINDA KHALAYI KISIANG'ANI

*holder of ID No. **24951471** have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.*

REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): NIL

RESULTS OF TRIAL: NIL

DATE: NIL

This Certificate has been issued without any alteration or any erasure

(P.M. Onyango)

For: Director, Directorate of Criminal Investigations

(P.T.O)

NOTE: This is a computer generated certificate, to verify the authenticity of this document, send DCI to 21546 Then Dial *512# and select "Police Clearance"

Covid-19 Vaccination Certificate

REPUBLIC OF KENYA



MINISTRY OF HEALTH

This is to certify that **Belinda Khalayi Kisiang`ani**, born on **Tue Feb 16 1988**, from **Kenya** with **National Id: 24951471**, has been vaccinated against **Covid 19** on the date indicated in accordance with the National Health Regulations.

Vaccine	Dose	Date Administered	Batch No
Oxford/AstraZeneca	1	Thu Apr 29 2021	4120Z030
Oxford/AstraZeneca	2	Thu Jul 22 2021	210005

Scan To Verify



This document is system generated and therefore does not require a signature.

You may confirm this certificate by scanning the QR code.