**RESUME**

****

**PERSONAL DETAILS**

**Name : Mwaura Jackson Maina**

**Sex : Male**

**Date of Birth : 25/12/1986**

**Languages : English - Proficient**

**: Arabic - Intermediate  
Marital Status : Single  
Nationality : Kenyan**

**Mobile : +973 338 92 760**

**E-Mail :** [**jacksonmaina@outlook.com**](mailto:jacksonmaina@outlook.com)

**Driver’s License : Valid Bahrain Driver’s License**

* **Motorcycle and private cars**

**SUMMARY**  
  
I am a self-motivated, hardworking, innovative and aspiring individual that works with minimal supervision.  
  
**WORK PROFILE**

**Lilou Artisan Patisserie**

**Duration - March 2020 to Current**

**Position – Cashier and Sales Assistant**

**Duties: -** Handling Cash and Card payments through Microsoft Dynamics Nav Platform.

* Managing Inventory of the daily sales items.
* Requisition of Inventory for sale.
* Assisting Guests who want to place orders.
* Attending to guest inquiries about our products.

**M Café Bahrain - October 2017 to February 2020**

**Position - Waiter and Cashier**

**Duties: - As** a cashier - I am responsible for managing cash and sales transactions.

* Handle POS transactions, end of day revenue reconciliation and sales report.
* Responsible for a balanced cash drawer at the opening and closing of a shift.
* Checking inventory and ordering items needed.
* Addressing any customer concerns or complaints.
* Setting up tables and chairs.
* To welcome patrons, present our menu and take their orders.
* Serving food and beverages.
* Prepare hot, cold and mixed drinks for patrons.
* Handling customer table reservations.

**Grosvenor Restaurant - March 2016 to September 2017**

**Position - Waiter**

**Responsibilities: -**

* Setting up the tables before service.
* Present menus to patrons and answer questions about menu items, making recommendations upon request.
* Taking customer orders and serving.
* Clearing up after service.
* Serve food and/or beverages to patrons.
* Prepare checks for total meal costs and sales taxes.
* Inform customers of daily specials.
* Prepare hot, cold and mixed drinks for patrons, and chill bottles of wine.
* Explain how various menu items are prepared, describing ingredients and cooking methods.
* Prepare tables for meals, including setting up items such as linens, silverware and glassware.

**IT Technician at Mavji Construction Company**

**February 2014 – January 2015**

**Duties:** Office manager in charge of IT department making sure the computers were in good working condition and supervising work.

**IT Assistant at Nidcon Builder’s Ltd.**

**March 2012 to December 2013**

**Duties:** Maintenance of the computers in the office by upgrading and handling repairs as well as network maintenance.

**Website Designer at Outsourcing Solutions Company**

**April 2011 to January 2012**

**Duties -** Website maintenance and uploading of new content. Managing incoming emails and responding to client enquiries.

- Internet marketing, link building, Search engine optimization, web design and network maintenance.

**Sasa Deals Limited**

**March 2010 to February 2011**

**Information Technology Internship**

I handled various information technology tasks i.e. computer hardware maintenance, software updates, repairs and the company website maintenance.

**EDUCATION BACKGROUND**

* **2015:** **Hospitality College**
* **Course:** Certificate in food production.
* **Rocky Driving School Kenya.**
* **January 2010 -** Acquired my driver’s license BCEFG Class.

**August 2008 to June 2009**

I Joined KCA University undertaking my higher diploma in IMIS which focused on the following fields: - 1. Project Management  
 2. Database Development  
 3. Contemporary Information Systems Development  
 4. Management of Information Systems  
 5. Information Systems Strategy.

**June 2007 to June 2008**  
I joined Tracom College of professional studies undertaking my IMIS diploma focusing on the following fields:  
  
 1.Information systems practice

2. Business Fundamentals  
 3. Communication and business technology  
 4. Programming and web applications  
 5. Business information systems  
 6. Information systems building

7. Web design and development.

- **February 2002 to November 2005**  
  
Joined Njoro boys high school where I did my high school education

- **January 1994 to November 2001**  
  
Joined Kilimo primary school where I did my primary education.  
  
**STRENGTHS**

- Mature and responsible working attitude  
 - Good communication skills  
 - Ability to work with minimal supervision

- Excellent knowledge in computers  
 - Fast learner

**REFEREES**

1. Dalal Ahmed

Manager

Eleven Real Estate

Tel: 37701107

Bahrain.

1. Mahmoud Albastaki

Banker

Tel: 33116892

Bahrain.

1. Marwa Al Jassim

Lawyer

Tel: 38488899

Bahrain.

1. Mr. Madara

KCA University

P.O Box 56808, 00200

Tel: +254 20 8561803

Nairobi.