

CURRICULUM VITAE

EUNICE LIHEMO BURAJE
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Email: lihemburaje@yahoo.com
elihemo@kibu.ac.ke
Date of birth: 27th August 1977

Languages: English & Swahili

PERSONAL ATTRIBUTES

- Excellent in interpersonal skills
- Person of integrity and discipline
- Excellent Team player
- Attention to detail and committed
- IT skills

CAREER ATTRIBUTES

- Excellent coordination skills
- Strong insights in organizational management

EDUCATIONAL BACKGROUND

2016 -2019

Great Lakes University of Kisumu BSc Hospitality & Tourism
Certificate completion -awaiting graduation in August 2019)

Friends College kaimosi Diploma in Food and Beverage Management

2008 -2010

Lwanda secondary School Kenya Certificate of Secondary Education (KCSE)

1994 -1997

Jivuye Primary School Kenya Certificate of Primary Education (KCPE)

1984 -1993

WORKING EXPERIENCE

Kibabii University

Cateress

2013-To Date

Duties and Responsibilities

- Planning Menus for both guests and students
- Making duty rota for staff
- Inspecting all deliveries to ascertain quality and quantity
- Supervise production and service.
- Issuing food commodities to cooks and ensuring accountability of the same
- Liaise with the departmental head to prepare departmental budget.

Kaimosi Teachers College

Assistant Cateress

2000-2013

Duties and Responsibilities:-

- Assist in the day to days running of the catering department.
- Preparation of annual budget of the department
- Ordering food staffs for students
- Supervise production of meals
- Ensure hygiene and safety is up to date.
- Preparation of duty rota for staff

INTERESTS

- Touring and adventure

REFEREES:

1. Name: Dr.Noel Mandela Malanda
Organization: Kibabii University
Position: Deputy Dean of Students
Address: 1699-50200 Bungoma
Telephone: +254710417337
2. Name: Ms. Elfrida Chepkirui Ngerechi
Organization: Kibabii University
Position: Senior Catering Officer
Address: 1699-50200 Bungoma
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