**CURRICULUM VITAE**

**LEONARD KIBUE WANJA**

**P.O BOX 06 – 00300 NAIROBI, KENYA.**

**MOBILE: 0725170432**

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**PERSONAL INFORMATION**

Name : Leonard Kibue Wanja

Postal Address : P.O BOX 06 – 00300 Nairobi

Telephone : +254 725170432

Nationality : Kenyan

Date of Birth : 27th July 1986

Languages : English, Swahili

Gender : Male

Marital Status : Married

**PROFILE**

* I am a self motivated person who equally enjoys working independently as well as with others
* I am motivated by good results and achievement
* I am a dynamic worker who adjusts to change, eager and ready to learn.
* I can work under minimum supervision even under pressure

**PROFESSIONAL COMPETENCES AND SKILLSEXPERIENCES:**

* Set up stations and collect all necessary supplies to prepare menu for service
* Prepare a variety of foods; meat, seafood, poultry, vegetable, and cold food items
* Arrange sauces and supplementary garnishes for allocated station
* Cover, date and correctly store all bits and pieces and food prep items
* Notify Chef in advance of likely shortages
* Serve menu items compliant with established standards
* Use food preparation tools in accordance with manufactures instructions
* Close the kitchen correctly and follow the closing checklist for kitchen stations
* Maintain a prepared and sanitary work area at all times
* Keep the work area fresh all through the shift
* Make sure all storage areas are tidy and all products are stored appropriately
* Constantly use safe and hygienic food handling practices
* Returns dirty food preparation utensils to the appropriate areas
* Assist with all duties as assigned by Kitchen Manager

**FEB 2014 TO DATE Maxland Restaurant(Westlands)**

* Preparation of food
* Cooking food while maintaining hygiene
* Keeping stock records

**APR 2011- JAN 2014 OUTSIDE CATERING**

* Preparing food according to the selected menu by clients
* Advising on the quantity according to the present members
* Preparing the required cutlery
* Transporting of food and ensuring that the clients eat on time

**MAR 2010 -MAR 2011 PSYS RESTAURANT**

* + - * Preparation of food according to the menu
      * Keeping of stock
      * Preparation of the menu

**JAN 2009 –JAN 2010 WIDA MOTEL**

* Serving of food and beverages
* Table setting
* Making sure that clients are satisfied with the services
* Rendering good service to the clients and making them comfortable

**JULY 2008-2010**: **NAIROBI AVIATION COLLEGE**

**HOTEL AND CATERING MANAGEMENT**

**Units Covered**

* + Food and beverage
  + Restaurant management
  + Front office
  + House keeping
  + Marketing

**JAN 2008-JUNE2008**:**KIWAN COMPUTER COLLEGE**

* + Computer packages

**FEB 2003 – NOV 2007 RUNGIRI HIGH SCHOOL**

* **Kenya Certificate of Secondary(KCSE– C plain)**

**HOBBIES & INTERESTS**

* Reading - Cooking, travelling, swimming
* Sports - Aerobics, and football

**REFEREES**:

1. Mr.Eric Nzaiwa

Chef

Maxland Restaurant

Mobile: 0723063561