

FREDERICK N. S. NDISI

Nationality : Kenyan
Sex : Male
Marital status : married
Languages : English, Kiswahili, French
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ACADEMIC AND PROFESSIONAL TRAINING

- August 2007 : Nanyang Technological University, Singapore
(Cornell Nanyang Hotel School)
Summer Programmes in:
- Strategic pricing for hotels
- High performance Financial Management for Hotels
: Attended training on ISO certification, report writing and auditing.
- July 2007 : Institute of Certified Public Secretaries of Kenya
Certificate in Public Procurement Procedures
- July 2005 – June 2006 : **Kenya Polytechnic**
Diploma in Supplies Management
- June 2003 : Kenya Institute Of Administration
Certificate in Introduction to Public Procurement Procedures
: Have participated in Leadership courses at Loitoktok, Sagana and the Splash at Carnivore
- 1988 – August & Sept : University of Surrey, Guildford Surrey, UK
Certificates in Management Development Courses(earned 60 credits)
- programmed for profit
- marketing and sales for tourism and hotels
- Planning, Management and Development of tourism
: Certificate of Attendance - International Conference for tourism educators.
- 1984 – 1985 : **Florida International University, Miami, USA**
Bachelor of Science in Hospitality Management
- 1983 : Kenya Technical Teachers College

Industrial Instructor Training – Basic and Advanced courses

1981 : University of Clermont Ferrand
Cavilam, Vichy, France
Certificate in Vocational Language in French

1977 – 1980 : **Kenya Utalii College**
Diploma in Hotel Management

1975 - 1976 : Nyandarua High School
EAACE

1971 - 1974 : Mumbuni Secondary School
EACE

COMPUTER PROFICIENCY

Proficiency in:

- Ms. Office
- Navision
- Hotel Information Systems

WORKING EXPERIENCE

Jan 2007- Present : Senior Lecturer – Kenya Utalii College
Teaching Hotel Management students and Certificate Course students
Other unspecified duties

June 2008 : Organised and coordinated a Management Development Course on “Revenue Enhancement through Pricing” for Front Office Managers and Hospitality Sales Executive Agents. The course was well attended.

June 2003 – Jan 2007 : Kenya Utalii College
- Chief Supplies Officer
- Secretary to the Tender Committee of the Board of Governors Of Kenya Utalii College.
Responsible for:
Preparation of the procurement plan for the College in line with the College budget
Preparation of tender documents
Implementation of Government Procurement procedures and policies
Preparing orders and dispatching to suppliers
Supplier evaluation

- Preparation of agenda for the tender Committee
Supervision and appraisal of staff in the Department
- May 2001 – May 2003 : Kenya Utalii College
Utalii Hotel
In charge of Hotel Front Office Department
Supervision of the departmental staff
Supervision of students on practical attachment
- 2001 : Was involved in preparing a proposal for the RedBull Restaurants Ltd bidding for the running of the catering services for the United Nations Office at Gigiri
- May 1999 – May 2001 : Sarova Hotels
Central Reservations Manager
Responsibilities:
- planning reservations
- maximization of occupancies and revenues
- sourcing business from tour operators and travel agents.
- organizing familiarization tours for Travel Agents
- preparing occupancy forecasts
- supervising the staff
- achieving the budgeted occupancies
- Mar1998 – Apr. 1999 : Senate Hotel, Juja with 30 rooms and 50 apartments
Consultant Manager
Recruited the staff
Opened the hotel
Developed the operating and Control procedures
- Oct. 1993 – Feb. 1998 : Alliance Hotels
Assistant Executive Manager (Resident Manager) at Safari Beach Hotel.
Assisting the General Manager in Supervision of Operations
Developed the SOP's for the Hotel chain of 4 Hotels
Responsible for training employees of Alliance Hotels.
Trained all the staff on the Programme on "The spirit of Hospitality" and "Train the Trainers" course.
Established a training programme for training future employees to be absorbed by the company.
Admitted and supervised training of the initial 30 students.
- May 1992 – Oct. 1993 : Neptune Paradise Hotel - Acting Hotel Manager
Responsible for all the operations in the Hotel

- Dec 1991 – May 1992 : Neptune Paradise Hotel - 92 Rooms capacity, 5 star.
Front office Manager
Participated in the opening the hotel and setting up FO systems.
Developed a computer software system in conjunction with Comprite Kenya for the Front Office
- Oct. & Nov. 1991 : Kenya Utalii College/Tourist Consult, Basel, Switzerland
Carried out Research in Kenya and Switzerland to establish whether Apprenticeship Training would be viable in Kenya.
Recommendations were adopted by Kenya Utalii College with the introduction of the Food Production Apprenticeship Course.
- 1988 - 1991 : Kenya Utalii College
Senior Lecturer attached to Research Department (Research Officer)
Assisting the Director of Research in carrying out research projects for the College.
- 1982 - 1987 : Kenya Utalii College, Nairobi
Lecturer – Front Office Operations and Management
Teaching Front Office Management to Management students
Teaching Front Office techniques to Front Office Operations students
Teaching Food and Beverage Control to both Operational and Management students.
- 1977 - 1981 : Industrial attachment
1977 – The New Stanley Hotel
1978 - Leisure Lodge
1979 – Trade Winds Hotel
1980 - Nairobi Serena Hotel
1981 - Blanc Nierge Hotel, Vichy, France