

CURRICULUM VITAE

PERSONAL DETAILS

NAME : FREDRICK MWAURA RUNYE

PRESENT ADDRESS : KENYA UTALII COLLEGE
P.O BOX 31052- 0600
Ngara Road
Nairobi.
MOBILE: +254720338040
E-MAIL frunye@yahoo.com

PERMANENT ADDRESS : P.O BOX 381
NGONG - HILLS

DATE OF BIRTH : 1961

PLACE OF BIRTH : KAJIADO DISTRICT.

NATINALITY : KENYAN

MARITAL STATUS : MARRIED

HEIGHT : 5.8 FEET

<u>ACADEMIC QUALIFICATION</u>	
2008 - 2009	MASTERS IN STRATEGIC HOSPITALITY MANAGEMENT (Manchester Metropolitan University, UK)
JAN – 2001 TO 2003	DIPLOMA IN MANAGEMENT OF INFORMATION SYSTEMS (IMIS), UK
JUNE - 2000	CERTIFICATE IN STRATEGIC USE OF INFORMATION TECHNOLOGY (MDP)
JUNE - 1998	OPERATIONAL FINANCE (MANAGEMENT DEVELOPMENT PROGRAMME)

JULY - 1996	SUMMER COURSE ROOMS DIVISION MANAGEMENT (THE HAQUE NETHERLANDS)
MAY -1996	APPLIED COMPUER SYSTEM TRAINING (AMRCO KENYA LTD)
APRIL- JULY -1995	INSTRUCTOR TRAINING PROGRAMME-- PART 1 AND PART 2. (KENYA TECHNICAL TEACHERS TRAINING COLLEGE)
JULY 1993	CERTIFICATE 'TRAIN THE TRAINER' -K H I
SEPTEMBER -1992	CERTIFICATE IN EFFECTIVE SUPERVISION & MANAGEMENT (TACK TRAINING).
SEPTEMBER-1988	ATTAINED CERTIFICATE IN COMPUTER BASIC PROGRAMMING. (NCR-COMPUTER SCIENCE INSTITUTE)
1982 - 1984	CERTIFICATE IN FRONT OFFICE OPERATION (KUC)
1980 -1981	KENYA ADVANCE CERTIFICATE OF EDUCATION.
1976 -1979	KENYA CERTIFICATE OF EDUCATION.
<u>CURRENT DUTIES</u> 1994- TO DATE 2009- TO DATE	SENIOR ASSISTANT LECTURER, FRONT OFFICE DEPARTMENT KENYA UTALII COLLEGE, NAIROBI COORDINATOR OF KENYA UTALII COLLEGE COLLABORATION WITH MANCHESTER METROPOLITAN UNIVERSITY UNDER AUSPICES OF EDUCATION PARTNERSHIP IN AFRICA (EPA) SPONSORED BY BRITISH COUNCIL

<u>EXPERIENCE:</u>	
OCT 2008- OCT 2009	<p>BLUE ARROW CATERING COMPANY ATTACHED TO OLD TRAFFORD MANCHESTER STADIUM</p> <p>Responsibility: Catering during match days and weekends</p>
1996 - 2008	<p>ASSISTANT FRONT OFFICE LECTURER. (KENYA UTALII COLLEGE)</p> <p>Responsibilities: Lecturing and Examining students undergoing Front office course teaching front office procedures , Front office Accounts, Hotel information system including Fidelio software, conducting Management development programmes (MDP) and conducting refresher Courses to various employees already working in the hotel industry.</p>
JULY-2005	UNIVERSITY OF JOHANNESBURG (AHASA EXCHANGE)
1994 - 1996	<p>UTALII HOTEL FRONT OFFICE LECTURER IN CHARGE/DUTY MANAGEMENT.</p> <p>Responsibility:- In-charge of Front office students and staff Supervision in all areas of Hotel operations, Preparing duty Rosters and managerial Reports.</p>
1990 - 1994	<p>ROOM DIVISION HEAD CASHIER/FRONT OFFICE SUPERVISION. (NAIROBI SERENA HOTELS- A MEMBER OF THE LEADING HOTELS OF THE WORLD. (5 STARS HOTEL)</p> <p>Responsibility:- Head cashiering, supervision of all receptionist, cashiers and preparation of their duty rosters</p>

1986 - 1990	<p>NIGHT AUDITOR (UTALII HOTEL 3 STARS HOTEL)</p> <p>Responsibility:- Preparing days managerial reports, Auditing of days operations and reporting for any unusual Occurrence.</p>
1984 - 1986	<p>ASSISTANT FRONT OFFICE SUPERVISOR (SAFARI PARK HOTEL (5 STARS HOTEL).</p> <p>Responsibility:- General Front Office Supervision, Front Office manager reliever</p>
1981 – AUG 1982	<p>BAR AND RESTAURANT WAITER (SILVER SPRINGS HOTEL)</p>
1977 - 1979	<p>HOTEL ATTACHMENT – RECEPTION, HOUSEKEEPING, F&B WAITER</p>
<u>EXTRA CURRICULUM</u>	<p>PLAYS BASKETBALL, POOL TABLE TENNIS, SWIMMING AND SQUASH.</p>
LANGUAGES	<p>ENGLISH: - FLUENT IN WRITTEN AND SPOKEN</p> <p>SWAHILI:- FLUENT IN BOTH WRITTEN AND SPOKEN</p> <p>GERMAN: - FAIR KNOWLEDGE IN BOTH WRITTEN AND SPOKEN.</p>