**VIOLAH TARUS**

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# PROFILE

# Currently seeking for a challenging work opportunity within a dynamic institution that will offer responsibilities, and the opportunity to develop and apply my gained knowledge in hotel industry. Career Objective: To work in an environment that demands continuous improvement, originality and mutualtrust.

**EDUCATION**

* May –august 2015 **Kenya** **Utalii College**

Supervisory and Management in organizations.

* 2011-2013 **University of Eastern Africa Baraton** Diploma in food and Nutrition.
* May 2008 leadership Training by UNDP.
* October 2015 First Aid Training by Interhealth.

**PROFESIONAL EXPERIENCE**

# 1st January 2013 – March 2013: Attachment: Kenyatta National Hospital

* Positioning patients well to be able to feed.
* Providing Nutritional Theraphy for patients.
* Identifying patients who require special diets to be given.
* Monitoring patients.
* Giving out food supplements
* Guiding and counseling breastfeeding mothers
* Advising patients on what to eat based on balanced diet
* weight management of the patients and calculating their body mass index (BMI

**January 2010 to December 2016:**

**Manager: The Ndemi Place and Conference Centre**

* A role model as head of the organization;
* Observing the growth of the Company
* Ensuring there is customers satisfactory.
* Creating a friendly working atmosphere to motivate and develop subordinates;
* Negotiating activities with other organizations and individuals;
* Handling unexpected events and operational breakdowns;
* Gathering relevant information for the organization;
* Decision maker;
* Designing and initiating change in the organization;
* Transmitting factual and value information to subordinates,
* Communicating the staff needs and requests to the directors

**January 2017 to May 2018**

**Business Development Manager Leon Villas Guest House**

* Ensuring day to day running of the organization is good.
* Standing in for the Manager when is not there.
* Ensuring staff are fine and doing their duties well.
* Coordinating things pertaining the organization.
* Booking appointments for the manager.
* Solving problems.

# July 2018 to April 2019:

# Patients Coordinator/ Front Desk Manager Equatorial Heart and Blood Vessel Clinic(The Nairobi Hospital).

* Coordinate patients.
* Monitoring patients in the waiting room.
* Receiving and answering calls when required.
* Communicating the patients’ needs to the Doctors on duty.
* Identifying patients who need urgent attention.
* Ensuring all the patients are registered as they walk in.
* Training and supervising other staff.
* Supporting patients to sit on the wheel chair.
* Help in meal preparation.
* Ensuring all the medical reports are written and ready for collection.

# March 2020 to present

# Sales & Marketing Manager Acacia Tree Lodge

* Doing customer follow ups, where need arises
* Field work

**REFERENCES**

1. **The Director**

**Retired Major John Seii Phone no: 0721385605**

**Email:seiijohn@gmail.com**

1. **General Manager**

**Leon Villas**

**Mr.Richard Ngatia**

**Phone no: 0720232146**

**Email:** [**richardngatia@gmail.com**](mailto:richardngatia@gmail.com)