

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: BEATRICE ATHEKON LOKONYEN

NATIONALITY: KENYAN

RELIGION: CHRISTIAN

GENDER: FEMALE

LANGUAGES: ENGLISH, KISWAHILI

TELEPHONE: 0745159694

EMAIL ADRESS:lokonyenbeatrice@gmail.com

ADRESS: 1734 NAKURU

CAREER OBJECTIVE

TO DEVELOP LEADERSHIP AND MANAGEMENT SKILLS WITHIN

A TOURISM RELATED ORGANIZAION LEADING TEAMS TO

DELVER OUTSTANDING SERVICES AND DRIVE BUSINESS

GROWTH

SKILLS AND COMPETENCE

- **Effective communication**
- **Time management**
- **Attention to detail**
- **Integrity and trustworthy**
- **Critical thinking and problem solving**
- **Staying informed**

EDUCATION BACKGROUND

2021-2024: RIFT VALLEY INSTITUTE OF BUSINESS STUDIES

DIPLOMA IN TOURISM MANAGEMENT

2016-2019: KIENI SECONDARY SCHOOL

KCSE C

2008-2015: KIENI PRIMARY SCHOOL

KCPE 279

WORK EXPERIENCE

OCTOBER 2023-DECEMBER 2023

Industrial attachment at HIDAYA AFRICA TOURS AND TRAVEL

as a tour consultant

DUTIES AND RESPONSIBILITIES

- **Client consultation**
- **Itinerary planning**
- **Sales and marketing**
- **Handling documents**
- **Problem solving**

HOBBIES

- **Socializing and team building**
- **Hiking and trekking**
- **Wildlife watching**

- **Adventure sports**
- **Travel photography**

REFEREES

1. PETER KAMUNDIA

Managing Director Hidaya Africa Tours And Travel

0722370545

2. JOHN WAMAI

Trainer Rift Valley Institute of Business Studies

0721593443



THE RIFT VALLEY INSTITUTE OF BUSINESS STUDIES

Unleashing your full potential

Main Campus: Railways Grounds next to Railways Police Station.
P. O. Box 17207 – 20100, NAKURU

Tel: 0715-111-101 / 0715-111-103 Email: admin@rvibs.ac.ke Website: www.rvibs.ac.ke



Ministry of Education
Reg No. MOHES/PC/1918/012
TVETA/TVC/0056/2016

ACADEMIC TRANSCRIPT

HOSPITALITY AND TOURISM DEPARTMENT

DIPLOMA IN TOURISM MANAGEMENT

Name: BEATRICE ATHEKON LOKONYEN

Admission Number: NTR/27743/21

Semester: OCTOBER- DECEMBER

Year: 2021

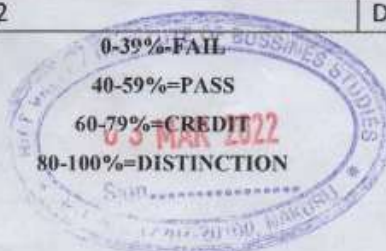
Module: 1

Term: 2

UNIT CODE	UNIT DESCRIPTION	SCORE %	GRADE	REMARKS
2912	FLORA AND FAUNA	78	3	CREDIT
2912	FUNDAMENTALS OF TOURISM	83	2	DISTINCTION
2912	CUSTOMER CARE	87	2	DISTINCTION
2912	TOUR GUIDING	84	2	DISTINCTION
2912	COMMUNICATION SKILLS	80	2	DISTINCTION
2912	FRENCH LEVEL 1	79	3	CREDIT
2912	TRAVEL OPERATIONS	83	2	DISTINCTION

Result summary

Number of units	Mean score %	Comment
7	82	DISTINCTION



H.O. D'S SIGNATURE

PRINCIPAL'S SIGNATURE

The Kenya National Examinations Council



KENYA CERTIFICATE OF PRIMARY EDUCATION

KCPE

This is to certify that the candidate named below sat for the Kenya Certificate of Primary Education examination in the subjects shown and attained the grades indicated.

NAME: LOKONYEN BEATRICE ATHEKON
KIENI

27569302/021
27569302

SUBJECT

ENGLISH LANGUAGE
KISWAHILI
MATHEMATICS
SCIENCE
SOCIAL STUDIES AND RELIGIOUS EDUCATION

GRADE

C+ (PLUS)
C+ (PLUS)
C (PLAIN)
C (PLAIN)
B- (MINUS)

EXAMINATION OF 2015
PRINTED : 161018:12452320



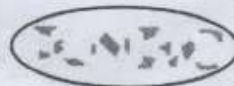
Chief Executive Officer
Kenya National Examinations Council

Chairman
Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE/ 15

3144571



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THE KENYA NATIONAL EXAMINATIONS COUNCIL
EXAMINATIONS FOR THE BUSINESS T.E.P COURSES



B.T.E.P

511711/0003 LOKONYEN BEATRICE ATHEKON

JULY 2023 SERIES

511711 RIFT VALLEY INSTITUTE OF BUSINESS STUDIES

2912 DIPLOMA IN TOURISM - (MODULE II)

- 201 TOURISM ECONOMICS
- 202 FUNDAMENTALS OF HOTEL OPERATIONS
- 203 TOUR OPERATIONS
- 204 TOURISM ACCOUNTING
- 205 PUBLIC RELATIONS
- 206 FRENCH II
- 207 TRAVEL AGENCY

RESULT: CREDIT

DATE PRINTED: 23/02/2023 11:20:5822

- GRADE
- 5 (FIVE)
- 2 (TWO)
- 1 (ONE)
- 4 (FOUR)
- 3 (THREE)
- 1 (ONE)
- 1 (ONE)

B.T.E.P 0402882





THE KENYA NATIONAL EXAMINATIONS COUNCIL
EXAMINATIONS FOR THE BUSINESS T.E.P COURSES



B.T.E.P

511711/0044 LOKONYEN BEATRICE ATHEKON

JULY

2022

SERIES

511711 RIFT VALLEY INSTITUTE OF BUSINESS STUDIES

2912 DIPLOMA IN TOURISM - (MODULE 1)

- 101 FUNDAMENTALS OF TOURISM
- 102 TOUR GUIDING AND TRAVEL OPERATIONS
- 103 INFORMATION COMMUNICATION TECHNOLOGY
- 104 COMMUNICATION
- 105 FAUNA, FLORA AND TOURISTIC GEOGRAPHY
- 106 TOURISTIC HISTORY
- 107 FRENCH I
- 108 ENTREPRENEURSHIP PROJECT

GRADE
2 (TWO)
3 (THREE)
3 (THREE)
5 (FIVE)
4 (FOUR)
1 (ONE)
1 (ONE)
3 (THREE)

RESULT: CREDIT

DATE PRINTED: 221106:09163122

B.T.E.P 0333977



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PETER KAMUNDIA,
MANAGING DIRECTOR,
HIDAYA TOURS AND TRAVEL,
P.O BOX 3972-20100,
NAKURU.

hidayaafricatours@gmail.com

Date: 30/12/2023

TO WHOM IT MAY CONCERN

RE: RECCOMENDATION LETTER FOR BEATRICE ATHEKON LOKONYEN

I am writing to provide a strong recommendation for Beatrice Athekon Lokonyen, who has recently completed a three months industrial attachment in our tour firm from 2nd October 2023 to 30th December 2023. It has been a pleasure to have Beatrice as part of our team, and I have consistently impressed with her dedication, professionalism, and enthusiasm throughout her attachment period.

Beatrice demonstrated an exceptional work ethic and genuine passion for the tourism industry. She approached every task with a positive attitude and willingness to learn. Her excellent communication skills allowed her to effectively interact with both clients and colleagues, creating a welcoming and engaging environment for everyone.

Beatrice proved herself to be a quick learner, adapting well to new systems and processes. She effectively utilized technology to streamline operations and enhance efficiency. Her proficiency in using various software applications, such as booking systems and customer relationship management tools, significantly contributed to the smooth running of our operations.

One of Beatrice's notable strengths is her excellent teamwork. She seamlessly integrated into our team, collaborating with colleagues and contributing to group projects.

Overall, Beatrice has proven herself to be a valuable asset during her job period. Her strong work ethic, interpersonal skills, and eagerness to learn make her a standout worker in future endeavors in the tourism industry. I have no doubt that she will continue to excel and make significant contributions wherever she goes.

Yours faithfully,
Peter Kamundia,
Managing Director.





Rift Valley Institute of Business studies

Main Campus: Nakuru, Biashara Centre, Mburu Gichua Road, Tel 0715111 101

Kericho Campus: ACB, Biashara Centre, Teraple Road, Tel 0715 111 102

Molo Campus: P.C.E.A MOLO Tel 0715 111 107

P. O. Box 17207 - 20100, Nakuru

Email: admin@rvibs.ac.ke WEBSITE: www.rvibs.ac.ke

INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT

ACADEMIC TRANSCRIPT

STUDENT'S NAME: BEATRICE ATHEKON LOKONYEN ADMIN NO:

NTR/27743/21

COURSE: CERTIFICATE IN COMPUTER APPLICATIONS AND DIGITAL LITERACY

UNIT DESCRIPTION	EXAM TYPE	OBTAINED SCORE %	REMARKS
INTRODUCTION TO COMPUTERS	THEORY	62	CREDIT
INTRODUCTION TO WINDOWS	PRACTICAL	78	CREDIT
KEYBOARDING	PRACTICAL	65	CREDIT
MICROSOFT OFFICE WORD	PRACTICAL	74	CREDIT
MICROSOFT OFFICE EXCEL	PRACTICAL	73	CREDIT
MICROSOFT OFFICE PUBLISHER	PRACTICAL	78	CREDIT
MICROSOFT OFFICE POWERPOINT	PRACTICAL	66	CREDIT
MICROSOFT OFFICE ACCESS	PRACTICAL	61	CREDIT
INTERNET AND EMAILING	PRACTICAL	87	DISTINCTION
WORDPAD AND PAINT (WINDOWS)	PRACTICAL	87	DISTINCTION

Result Summary

Month/year of examination	Mean Score %	Required paper(s)	Comment
MAY - 2021	73.1	10	CREDIT

0-39% = FAIL

40-59% = PASS

60-79% = CREDIT

80-100% = DISTINCTION



Date:

H.O.D's SIGNATURE



REGISTRAR'S SIGNATURE

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



27569302/052

NAME: LOKONYEN BEATRICE ATHEKON
KICWII SECONDARY SCHOOL

F1 27569302/052

SUBJECT
101 ENGLISH
102 KISWAHILI
121 MATHEMATICS
231 BIOLOGY
233 CHEMISTRY
311 HISTORY AND GOVERNMENT
313 CHRISTIAN RELIGIOUS EDUCATION
665 BUSINESS STUDIES

GRADE
C+ (PLUS)
C+ (PLUS)
D (PLAIN)
D (PLAIN)
D (PLAIN)
C (PLAIN)
B+ (PLUS)
C+ (PLUS)



SUBJECTS NAMED EIGHT MEAN GRADE C (PLAIN)
EXAMINATIONS OF YEAR 2019
PRINTED: 200529.121211

[Signature]

Chief Executive Officer
Kenya National Examinations Council



[Signature]

Chairman
Kenya National Examinations Council

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KCSE / 19 4185505

