**CURRICULUM VITAE:**

**PERSONAL DATA**

DATE OF BIRTH : 18th June 1986

GENDER : Male

NATIONALITY : Kenyan.

LANGUAGE : Fluent English, Swahili written and spoken.

RELIGION : Christian.

**CAREER OBJECTIVE**

An enthusiastic individual with genuine interest working in a challenging environment to produce outstanding and fulfilling outcomes towards any duties assigned including relevant responsibilities. Committed to work in a fast moving environment with ambitions to become a professional.

**SUMMARY OF QUALIFICATIONS**

A talented diligent Man looking for a challenging position with potential for growth and advancement and services industry and related fields whilst serving the firm to achieve its set goals and objectives.

I have attested certificates in the IT/Computer knowledge as well as a First Aider & Fire Marshal Health & Safety course, Leadership Skills, Customer Services, Sales, Warehouse Management System and Employee of the Month 2014-2015. Currently am working as a Facilities Support Management Supervisor in property and Logistics.

**EDUCATION BACKGROUND**

1993-2003: ST. Augustine Primary School

Kenya Certificate of Primary School.

2003-2006: Makuyu High School

Kenya Certificate of Secondary Education.

2007-2008: Mombasa Polytechnic University

Diploma in Computer Maintenance & Networking

Technology.

**PROFESSIONAL EXPERIENCE, ATTRIBUTES AND ACCOMPLISHMENTS**

*Career Attributes*

* Resourceful with the ability to assess all issues adequately and complete projects producing professional results while adhering to rigid deadlines and company policies.
* Exceptional knowledge of what ‘service delivery’ means
* Challenge driven and undaunted by obstacles
* Excellent in time management and multi- tasking skills in a fast paced challenging environment.

*Personal Attributes*

* Exceptional written and oral communication skills.
* Excellent inter-personal skills.

**WORKING EXPERIENCE**

I worked as a tutor in an internet cafe for a period of three to six months and during this period I acquired wide range of experience. Among the duties I was charged with general computer operation, computer repair and maintenance, trouble shooting, software installation and networking, and now currently am working asAccommodations Supervisor, FacilitiesSupport Management in (Property & Logistics).

**PROFESSIONAL WORK HISTORY**

**April 2010 –February 2011: INTERNET CAFÉ**

**POSITION: INTERNET CAFÉ TUTOR**

 Using the software or any questions to help customers.

Microsoft Office, Adobe software, and all software used in the Cyber Café.

 provided by the print service, such as coding, download provides all other services.

 Lord of the maintenance of the software installation and computer knowledge is required.

 requires knowledge of popular online to assist him or her, and LAN games.

 Repair various types of computer programs, hardware and software.

 Provides excellent customer.

 maintain the cleanliness and place order.

 Maintain accurate records of newspapers and shop shares.

 Minutes of your time or they are using computers and the Internet for some time.

**January 2012 – TRANSGUARD GROUP COMPANY LLC (Free Zone Dubai)**

**PORTER.**

DUTIES;

* Handle all types of loading.
* Carry out bay sweep and keep ERA clear before and after flight handling.
* Segregate types of load according to classification and airline requirement.
* Secure AVI following working instructions.
* Assist in marshaling of transporter whenever required
* Complete attendance formalities
* Placement of cones upon aircraft arrival and removal upon departure

**February 2013 -TO DATE: TRANSGUARD GROUP COMPANY LLC (Free Zone Dubai)**

**FACILITIES SUPPORT SUPERVISOR.**

* To make sure all the needs are done.
* Following up on people request/complaints to ensure retention of people satisfaction and confidence.
* Function well in a fast paced environment and adapt quickly to changing priorities
* Maintaining safe food handling procedures
* Maintain a safe work environment
* Checking the delivery upto date.
* Usage of computer system to update all Inquiry’s and system appropriately.
* Checking checklist for regular cleaning and upkeep the records.
* Health and Safety regulation of the property.
* Maintaining Dubai municipality Law.

**CERTIFICATION ATTAINED& AWARDS:YEAR 2012-2015:**

* Transguard Group LLC / Emirates Aviation Collage - Training:
  + First Aid training.
  + Fire safety Training.
  + Emergency Response Training.
  + Leadership skills.
  + Ramp safety & Handling Dangerous Goods.
  + Employee of the Month 2014-2015.
  + Health and safety Coarse.
* AREAS EXPERTISE:
  + Team player.
  + Resourceful and Pro-active.
  + Administration work.
  + Customer care skills.
  + Health and Safety Plan.
  + Warehouse Management System.
  + Clerk/Import and Export Services.
  + Supervisory.
  + Sales Assistance.
* Documentation, Presentation and Negotiation.

**HOBBIES**

Travelling.

Socializing.

Swimming.

Reading.

Making Research in the computers (Google).

Playing Rugby.

[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

