**CURRICULUM VITAE**

PERSONAL INFORMATION

**NAME:** Stephen

**DATE OF BIRTH:** 18TH May, 1994

**NATIONALITY**: Kenyan

**MARITAL STATUS**: Married

**LANGUAGES**: English, Kiswahili, Kikuyu and Taita.

**RELIGION**: Muslim

**Stephen.371715@2freemail.com**

EDUCATION BACKGROUND

* **Aug, 2016- April, 2017 -** : Rifkin Business College.

Certificate in Clearing and Forwarding. (Mean Grade- Credit)

* **2009-2012**: Kilifi Township Sec. School

Kenya Certificate of Secondary Education (Mean Grade D+)

* **2001-2008**: Muungano Pri. School

Kenya Certificate of Primary Education (Mean Grade Pass)

CAREER OBJECTIVE:

To exploit my potential skills and competence with a view to grow professionally and acquire more experience that will add value and productivity to an organization.

WORKING SKILLS:

* 2015- : Muranga Forwarders Ltd

**OCCUPATION**: Shipping Manager

**RESPONSIBILITY:**

Ensure delivery orders are obtained on time.

Manage and reconciliation of accounts with shipping lines.

Ensure guarantee validation is done on time and timely return of empty units to respective depots.

Manage all shipping department activities.

* **Jan-Dec, 2014**: Bonriz Ins. Marine Surveyors Ltd.

**OCCUPATION**: Port Clerk

**RESPONSIBILITY**:

Monitoring and tallying of break-bulk cargo during discharge of ex-vessel for onward delivery to respective receivers.

* **May-Nov, 2013**: Kaka Investments Ltd

**OCCUPATION**: Sales Manager

**RESPONSIBILITY**:

Attend to all claims/complaints raised by clients.

Ensure quality services are offered towards the clients.

PERSONAL ATTRIBUTES:

Ready to co-operate with fellow work mate in giving out efficient services to the clients.

Work under less supervision and to adapt to any kind of working environment.

HOBBIES:

Travelling, watching football and reading novels.