**CURRICULUM VITAE**



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**PERSONAL DETAILS**

NAME : SALIM

DATE OF BIRTH : 1991 JULY 27

NATIONALITY : KENYAN

RELIGION : MUSLIM

MARITAL STATUS : SINGLE

CONTACT : Email: [salim-399403@2freemail.com](mailto:salim-399403@2freemail.com)

WHATSAPP NO. : +971504753686

LANGUAGE : ENGLISH, SWAHILI AND ARABIC

**HIGHLIGHT OF SKILLS**

* Self-motivated, reliable and initiative
* Excellent organization and communication skills
* Concise worker with ability to meet deadlines while maintain quality and quantity

**CAREER OBJECTIVES**

* To apply the skills, knowledge and experience to produce the best and deliver services to meet the customer satisfaction and expectation and contribute to achievement of organizational objectives.
* Seek continuous and challenging career in the technical section of a challenging organization and bring flexible working partials and commitments where my extensive working experience will be used effectively.

**EDUCATION BACKGROUND**

2012-2013 : AL-AHGAFF UNIVERSITY

ADVANCE DIPLOMA IN ENGLISH

2008-2011 : GEDE SECONDARY SCHOOL

KENYA CERTIFICATE OF SECONDARY EDUCATION

2000-2007 : MALINDI STAR ACADEMY SCHOOL

KENYA CERTIFICATE OF PRIMARY EDUCATION

**WORKING EXPERIENCE**

1st

SEPT 2014-TO DATE

:

Kenya-based Company

2019

:

INTERNAL TRAINING COMMUNICATION SKILLS

**RESPONSIBILITIES**

* Ensuring all weighbridge or customers queries are resolved and auctioned
* Scanning, filling, emailing documents to customers.
* To answer all incoming calls and deal with appropriately.
* Efficiently input data on to the weighbridge from vehicle collecting/ delivering to the site.
* Ensure all site visitors have received full health and safety induction and are wearing the correct PPE.
* To carry out the production of set management information system

**HOBBIES**

* Reading newspaper, listening to music and watching movies
* Travelling, swimming, visiting historical sites and national parks.