

# GEORGE ANYORO GAGAI

**Mobile No:** +97431343048  
**Email:** [george.gagai@yahoo.com](mailto:george.gagai@yahoo.com)  
**Languages:** English, Kiswahili.  
**Nationality:** Kenyan  
**Residence** Al Doha Aljadida Qatar



## PERSONAL ATTRIBUTES

A mature, hardworking person and attentive to details. I have a strong sense of confidentiality and commitment to excellence.

## CAREER OBJECTIVE

To become a highly driven profession seeking a challenging environment that enables personal and organizational growth through utilization of my academic skills and acquired experience.

## WORK EXPERIENCE

**2023 \_ Date** **Valet Outsource Driver**  
**Mr. Valet Parking Solutions Porto Arabia Qatar**

- Picking and parking visitors' vehicles
- Issuing parking tickets
- Receiving parking payments
- Ensuring visitors vehicles are safely parked
- Welcoming visitors and assisting in giving direction

**2022 \_ To February** **Bus Driver**  
**Horizon Events/Mowasalat - Qatar**

- Picking and dropping of passengers to the world cup stadiums
- Ensuring the vehicle is clean
- Ensuring the vehicle is fueled and ready for duty
- Maintaining vehicle log sheet
- Carrying out routine checks for maintenance purpose

**2019 –2021** **Receptionist**  
**Safari Park Hotel**

- First point of contact to the visitors.
- Respond to customer queries promptly
- Answering to the incoming and outgoing calls
- Linking the staff and the visitors to ensure customer satisfaction
- Making sure the customers problem are resolved or directed to the right channel

**2017 – 2019** **Driver**

**June 2016 – 2017** **International Supply Chain Solutions LTD**  
**Human Resource and Administration Officer**

- Carry out recruitment for the company handling the whole value chain from identifying gaps in the departments, placing adverts for the post, short listing, interviewing, to induction and staff settlement
- Managing performance through monthly objective reviews
- Preparation of monthly and quarterly reports on recruitment, performance management and other human resource related issues
- Filing of staff records and data entry to ensure updated systems of staff data
- Managing staff leave and attendance register
- Organizing and coordinating staff trainings.
- Carry out ISO internal audits as an internal auditor
- Managing incoming and outgoing correspondences
- Ensure office supplies are purchased on timely basis

May 2012 – May 2016

The Catholic University of Eastern Africa

*Administrative Assistant*

Duties and responsibilities:

- Managing and tracking staff contracts
- Preparation of part time staff contracts
- Sorting job application as per departments for ease access.
- Offering assistance in review of staff job description
- Offering support during staff orientation
- Monitoring office procedures to ensure compliance with ISO 9001:2008
- Acting Secretary to campus general meetings in the absence of campus registrar
- Admission and coordination of orientation for new students.
- Records Management ie filling of students records and office documents
- Customer care duties eg. Attending to customers’ queries, receiving phone calls, giving feedback to applicants.
- Managing registry office when campus registrar is on leave.
- Data entry of staff/students’ data.

August 2011 – February 2012

The Catholic University of Eastern Africa Thro’ KEPSA

*Intern*

*Human Resource Department*

Duties and Responsibilities

- Compiling of salary advance forms for onward transmission
- Assist in leave administration
- Drafting part time appointment letters
- Front office management – Responding to staff members queries, handling of telephone.
- Assist in management of staff contract.
- Assist in computation of overtime
- General office operation like photocopying
- Assist in staff loan document processing
- Assist in analyzing job description from heads of faculties.
- Assist in providing logistical support at training and workshops

March 2010 – May 2010

Ministry of Tourism

*Intern*

*Human Resource Department/Registry*

Duties and responsibilities

- Customer care duties
- Receiving and dispatch of mails
- Updating and maintaining of personal/staff files
- Inputting data in to human resource information system
- Control of files movement to different departments within the ministry.

EDUCATIONAL QUALIFICATION

January 2014 – November 2014	Kisumu Polytechnic
Higher national diploma in Human Resource Management    Credit Pass	
January 2008 – November 2009	Kenya Polytechnic University College
Diploma in Personnel Management    Credit Pass	
January 2003 – November 2006	Nambale Boys High School
Kenya Certificate of Secondary Education (KCSE)    Mean grade C+	

OTHER TRAININGS

MAY 2013	ISO 9001:2008 quality management system Training by The Catholic University of Eastern Africa
June 2011 – July 2011	Life Skill training by Life Skill Promoters
October 2011	Core business skills training by Kenya Institute of Management
2022	Driving competence at Karwa Driving School

DECLARATION

I declare that the information I have given above is true

GA

George Gagai

State of Qatar

Ministry of Interior

Traffic Department

دولة قطر

وزارة الداخلية


إدارة المرور

DRIVING LICENSE

رخصة سواق

28740404628

الرقم الشخصي



الاسم

جورج انورو جاجاي

NAME

GEORGE ANYORO GAGAI

NAT.

KENYA

الجنسية

كينيا

DATE OF BIRTH

1987-10-28

تاريخ الميلاد

1987-10-28

BLOOD GR.

قسيمة الدم

FIRST ISSUE

2022-09-13

ت. اول إصدار

2022-09-13

VALIDITY

2027-09-12

ت. الانتهاء

2027-09-12

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بأزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

ملاحظات

Notes

المركبات المصرح بقيادتها

Authorized Vehicles

EXCAVATOR

حفار

☐

CRANE

كربن

☐

LOADER

شبول

☐

FORKLIFT

واقعة شوكية

☐

OTHER

اخرى

☐

MOTOR CYCLE

دراجة نارية

☐

CAR

سيارة خفيفة

☒

BUS

حافلة

☐

MED. TRUCK

شاحنة متوسطة

☐

TRAILER

قاطرة ومقطورة

☐

نظارة طبية

Glasses

☐

توصيل

Lenses

☐

توصيل

Automatic

☐

إعاقات

Handicaps

☐

إعاقات سمعية

hearing Impairment

☐

الترج بالاعضاء

Organ Donation

☐

ملاحظة الترخيص

Licensing Authority

28740404628

State Of Qatar

Residency Permit

دولة قطر

رخصة إقامة

الرقم الشخصي

28740404628

ID No:

28740404628

تاريخ الميلاد:

28/10/1987

D.O.B:

28/10/1987

الصلاحية:

24/06/2024

Expiry:

24/06/2024

الجنسية:

كينيا

Nationality:

KENYA

المهنة:

م دي ر ت سوي ق

Occupation:

م دي ر ت سوي ق

الاسم:

جورج أي خطأ غاغاي

Name:

GEORGE ANYORO GAGAI

رقم جواز السفر:

AK0520211

تاريخ انتهاء الجواز:

05/09/2029

الرقم المسلسل:

30128740404628

نوع الرخصة:

عمل

المستقدم:

ليبرتي فيسبليتي مانيجمنت

توقيع مدير العامة للجوازات

General Director of the General Directorate of Passports

توقيع حامل البطاقة

Holder's signature

28740404628