



JOHN MUTHEE MANYEKI

PROFESSIONAL DRIVER

P.O Box: 0000410, Al wakra Street, Doha, Qatar

Cell+974 30316179

manyekij2@gmail.com

PERSONAL PROFILE:

Hardworking and reliable Valet Driver with excellent driving and customer service records. Available evenings weekends and holidays on short notice. Able to work well independently or as part of a team of valet drivers

KEY STRENGTHS:

- Good knowledge of motor vehicle safety precautions
- Good familiarity with traffic rules
- Strong ability to plan and schedule
- Ability to stay calm and courteous in difficult situations
- Clean driving record with DL
- Strong grasp of operating instructions safety rules and procedures
- High ability to speak write and read English
- Outstanding customer service and communication skill

PERSONAL AND CONTACT DETAILS:

Name	:	John Muthee manyeki
Gender	:	Male
Date of Birth	:	26 th January1994
Nationality	:	Kenyan
Contact	:	+974 30316179
Email Address	:	manyokij2@gmail.com

John Muthee manyeki

Marital Status : Married

EDUCATION

- **Hope Computer College** **2012 To 2013**
Computer Packages and Installation
Certificate
- **Kiambu Township Secondary School** **2009 To 2012**
Kenya certificate of secondary education
(K.C.S.E)
- **Ikinu Primary** **1998 To 2008**
Kenya certificate of primary education
(K.C.P.E)

PROFESSIONAL QUALIFICATIONS

I am a certified driver with a lot of experience and reliable Company Driver with work experience at a number of well-established companies. Strong auto mechanical background and ability to identify potential vehicle operation problems. Mindful of all current safety rules governing large vehicle operation

WORK EXPERIENCE

COMPANY: MR. VALET COMPANY

Date: 2019 November to date

Mr. Valet Company in various locations which
includes ○ Intercontinental Hotel In Doha, ○ Pearl
Qatar, ○ JW Marriott, ○ Dusit Hotel, ○
Intercontinental Hotel ○ Hotel Katara ○ Sidra
Hospital

DESIGNATION: VALET DRIVER

John Muthee manyeki

Duties

- Carefully drove and parked guest vehicles without causing traffic damage or obstruction.
- Ensured guest vehicles were locked and secure.
- Performed paging services as needed.
- Reported unusual events to management and security personnel.
- Upheld quality service standards for all performed task

• TALABAT DELIVERY (DURING COVID-19 EPIDEMIC) DESIGNATION : FOOD DELIVERY

Duties

- Efficiently handled the pre-trip and post-trip inspections of the vehicle before leaving the company premises
- Maintained complete and appropriate records regarding the dispatches made and invoices generated
- Maintained complete records regarding the invoices, production transport, and special instructions regarding delivery
- Looked after the loading and unloading of the goods, assisted in the delivery procedures, and implemented ways to enhance the warehouses

COMPANY: KK SECURITY
DATE : MAY 2013 TO MARCH 2015
DESIGNATION : SECURITY GUARD

Duties

- Ensure the proper function and recording of all camera systems in the facility
- Surveillance of up to 15 cameras at one time
- Communicate with guards throughout the premises directing them when necessary
- Determine the threat level of a suspicious situation or person
- Answered and directed all calls to appropriate departments
- Maintained professional attitude and provided effective solutions regarding customer service issue

COMPANY: STEELVILLE PUB AND RESTAURANT
DATE : FEB 2015 TO AUG 2016

DESIGNATION: DISHWASHING

FROM FRB TO APRIL

Duties

DUTIES AND RESPONSIBILITIES:

- Ensure the kitchen is clean, well maintained and organised at all times.
- Ensure floors are dry and clean at all times.
- Operate pot-washing machinery and maintain a hygienic working environment in accordance with hygiene regulations and company standards.
- Adhere to all sanitation guidelines.

WAITER

FROM: MAY TO JUN

Duties

- Provide excellent customer services
- Always strive towards best customer satisfaction
- Greet customers and present menus
- Make suggestions based on their preferences
- Take and serve food/drinks orders
- Up-sell when appropriate
- Arrange table settings
- Keep tables clean and tidy at all time

BARTENDER

FROM: JULY TO AUGUST

Duties

- Take customer orders in a friendly and timely manner
- Check identification to verify customer is of legal age
- Comply with all local food and beverage regulations
- Clean all bar surfaces to maintain a safe and sanitary environment
- Come up with unique happy hour ideas
- Take bar inventory and place reorders

COMMUNITY ACTIVITIES

- Secretary at Young Achievers Group - Muchatha

OTHER LEADERSHIP ROLES AND RESPONSIBILITIES

- Muongoiya secondary school
 - Was library prefect
 - Handball player
 - Chairman of history club
- Skynet business college
 - Class representative

MEMBERSHIP

- Member of shade of life youth group

INTERESTS

- Technology
- Research
- Innovation
- Any other digital new age relates job

HOBBIES

- Driving
- Watching movies
- Travelling
- Making new friends
- Watching movies and documentaries

CHARACTER REFERENCES:(can provide upon request)