

NAME	EVANS THUO MACHARIA
DATE OF BIRTH	5TH SEP 1981 NAKURU, KENYA.
MARITAL STATUS	MARRIED
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ADDRESS	LANET UMOJA 2, NAKURU COUNTY. KENYA. PO BOX 7081-20100, NAKURU.

### **CAREER OBJECTIVE**

To work in a challenging and dynamic environment focused on achieving goals set through co-operation with others for the benefit of my employer, country and myself.

### **CORE VALUES**

Hardworking, honest, obedient, self-motivated with high self-esteem and quick learner.

Ability to work under pressure, multi tasking, solution oriented, absorbing and exercising new traits while meeting new challenges and going an extra mile to meet customer satisfaction.

### **EDUCATION BACKGROUND**

1996-1999	KENYATTA SECONDARY SCHOOL	MEAN GRADE D+ (PLUS)
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### **PROFESSIONAL EXPERIENCE**

#### **VECTRUS. AL ASAD AIRBASE IRAQ**

Worked here from Feb to June 2023.

#### **MOWASALAT CO. [KARWA] DOHA, QATAR: Since June 2015 to January 2022.**

Website: WWW.MOWASALAT.COM      **Designation:** Heavy bus driver.

#### **Duty and Responsibilities:**

Doing a DWAC (Driver walk around checklist) both external and internal of the assigned bus before starting duty of the day.

Maintaining personal cleanliness and that of the assigned bus.

Recording of pre-trip and after trip mileage and fueling of bus as per department guidelines.

Driving bus in a professional manner following the traffic rules.

Reporting any issues or defects, incident or accident of the bus assigned to the supervisor/dispatcher.

Giving exceptional customer service as per the company policies and guidelines.

Effective communication to both internal and external customers.

Keeping time when reporting for duty and following duty board guidelines.

**FAST CHOICE LTD: Feb 2011- April 2015**

**Company Profile:** Office furniture and supplies, koinange street Nairobi, Kenya.

**Designation:** Technician, Driver, Logistics & Customer Service Manager, Local Purchasing.

**Duties and Responsibilities:**

**Technician/Driver,**

Loading and offloading goods from warehouse to customers office safely and assemble.

Reporting any damaged goods to the logistics manager and fixing repairs from complaints.

Showing and advising customers how to properly use the products supplied.

**Logistics & Customer Service Manager,**

Planning for deliveries, dispatching the drivers and technician to collect products from warehouse or local suppliers to customers.

Calling sales persons and customers to inform them of deliveries.

Receiving calls from sales persons, customers regarding deliveries and complains.

Visiting customer to handle complaints and dispatching technicians to do repairs

Informing the storekeeper of all deliveries prior.

Sourcing for external transporters and negotiating the charges.

Preparing weekly reports on word or excel sheets, print and present them to director.

Holding meeting with team during dispatch and training the technicians.

**Local Purchasing Manager,**

Receiving tender with material requisition from sales people.

Checking for available products as per the material requisition on our stocks inventory.

Sourcing for unavailable goods within our local suppliers and manufacturers.

Negotiating for prices with our local suppliers and generating LPO (Local purchase order) , codes for new products to inventory and GRN (Goods returned note).

Preparing weekly report and presenting to the director.

**REFEREES**

FAST CHOICE LTD MANAGING DIRECTOR:. ANN KIARIE

Mobile No. 0722720105

MOWASALAT (KARWA) SUPERVISOR/DRIVER TRAINER:

JOSHUA MWATIBU

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