

STEPHEN MARARO MUNIU

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Qatar



Personal Details

- Date of Birth : 10th oct 1986
- Marital Status : Single
- Nationality : Kenyan

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Education

- **Ngoliba Secondary School**
2003-2006
Kenya Certificate Of Secondary School
- **Loreto Primary School**
1995-2002
Kenya Certificate Of Primary School

Experience

- **Warazo Hospital, Kenya**
Jan 2007 - Dec 2007
Cashier and storekeeper
 - provides oversight to staff in receiving.
 - preparing and posting of receipts for hospital services.
 - Receiving and documenting patients at hospital reception.
 - Registering and booking appointment for patients to clinics and consultants.
 - Storing and retrieving medical records documents.
 - Preparing clinics for out and in patients.
 - Updating bed bureau.
 - Editing of patient case records.

Total petrol station Kenya

April 2008 - Feb 2009

Filling supervisor

- Plan, coordinated and control the daily operation of the cost Centre
- Promote the concept of services throughout the cost Center
- Meet the store revenue and performance targets
- Direct and manage the financial performance of the Store.
- Responsible for marketing of cost center.
- Receipt, inspection and verification of delivered goods.
- Shop stock management
- Handling any customer complaint arising at the shop.
- Prepare weekly cost center performance report.
- Manage the employees in the Store to produce optimal efficient.
- Prepare a monthly duty roster for the shop attendants.

● Self Group co. Kenya

Jan 2010 - Dec 2012

Construction

- Preparing construction sites, materials, and tools.
- Loading and unloading of materials, tools, and equipment.
- Removing debris, garbage, and dangerous materials from sites.
- Assembling and breaking down barricades, temporary structures, and scaffolding.
- Assisting contractors, e.g. electricians and painters, as required.
- Assisting with transport and operation of heavy machinery and equipment.
- Regulating traffic and erecting traffic signs.
- Following all health and safety regulations.
- Digging holes, tunnels, and shafts.
- Mixing, pouring, and leveling concrete.

● Self Group co. Kenya

2011 - 2012

Roofing and Water Proofing

- Roofers repair.
- Replace and install new roofs

Mary Immaculate Primary School, Juja

Jan 2013 - Dec 2013

School Driver

- Transport children and other passengers to and from school
- Obey all traffic laws
- Maintain a clean and mechanically sound bus at all times
- Ensure the safety of all students
- Verify permissions for children who ride home with friends
- Assist students with getting on and off the bus as needed
- Discipline children as needed to maintain a safe environment
- Perform inspections of the bus before and after each route
- Attend safety meetings as required

Mowasalat Qatar

2014 - To date

Driver

- Obey traffic laws, safety procedures, and transit regulations.
- Pick up and drop off passengers at designated locations.
- Follow a specific timetable while on duty.
- Assist passengers with disabilities to get on the bus.
- Prevent or stop unruly behavior from passengers.
- Communicate with passengers and employers regarding delays or any issues along a route.
- Check the bus tires, lights, and oil when needed for basic maintenance.
- Drive safely along designated routes.



Skills

- Flexible and willing to learn
- Team work
- Focus and result orient



Language

- English
- Swahili



Activities



Farming activity



Hiking



Reference



Provide on request



Declaration



I hereby declare that the above information is true to my knowledge and belief.