



Antony Ndungu

Specialization:

- Well versed in cargo dispatching , sales, marketing and warehousing

EXPERIENCE

Warehouse Dispatcher

17th Feb 2022 to 17th Feb 2024

Masskar Hypermarket Qatar

Duties

- Receive and answer emergency and non-emergency calls
- Record all the calls
- Proactively address problems and suggest solutions
- Receive and dispatch orders
- Assess situation and prioritize calls
- Oversee the route of field units and track delivery status of products
- Coordinate schedule in the most effective manner
- Inform field units about orders and traffic
- Track and update call logs and data in software programs
- Provide reports to upper management

Cargo Warehouse Dispatcher

1st June 2016 to 17th July 2021

Kenya Airways

Duties

- Prepared manifest and all according paperwork for freight loads.
- Oversaw 120-140 freight movements during 12 hour shift Work under extreme pressure to ensure successful and punctual delivery of all freight assigned.
- Reworked driver assignments to ensure on time delivery.
- Followed all safety and regulatory rules, and over see that drivers are in compliance.
- Managed high call volume during shift to update customers and shippers of freight being delivered.
- Worked under minimal or no direction from management staff.

EDUCATION

- July 2015- May 2016- Kenya Airway Pride Centre: **IATA Diploma in Air Cargo**
- 2010-2015: United States International University: **Bachelor's degree in international business administration (Marketing)**

PASSPORT NUMBER

AK0953680

SKILL HIGHLIGHTS

- Project Management
- Sales
- Coordination
- Adaptive and Fast learner

LANGUAGES

- English
- Kiswahili
- Arabic

CERTIFICATIONS

- Computer Application Skills
- Disaster Management



22 February 2024

TO WHOM IT MAY CONCERN

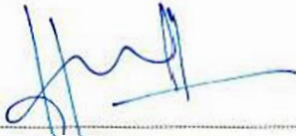
This is to certify that Mr. ANTONY NDUNGU, Kenyan nationality with passport number AK0953680, has been working with us as Warehouse Dispatcher for a period from 17th Feb 2022 to 17th Feb 2024.

He was motivated, devoted, hard-working and innovative professional and he contributed much to our organizational goals and targets. His performance was proven to be one among the most effective in our organization. And during the mentioned period his service was found satisfactory in carrying out all the job responsibilities.

We are sure that he will be an asset to the organization where he works and we wish him all the very best in his future endeavors.

Thanking You

For Masskar Hypermarket.



(Authorised Signatory)

Department of Human Resources



01/00A/PF
10th May 2021

TO WHOM IT MAY CONCERN

RE: ANTONY NDUNG'U - ADM. NO. PCA 1648

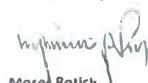
This is to confirm that the above named was an employee at Kenya Airways from 8th February 2016 to 6th May 2021. He was posted in the COO department, cargo warehouse section.

Antony assisted in:-

1. Documentation ;Skills acquired include
Manifesting of flights
BUP sheet preparation
Preparation of flight sets
Documentation required for special shipments
Filing of records to ease retrieval
2. Cargo build ups/check out ;Skills acquired include
Build up of cargo for different aircraft types
Handling and storage of special shipment
3. Rotation /cargo break down ;skills acquired include
Tallying of documents air waybills /flight manifests/physical cargo
Recording of discrepancies
Initiating of tracer follow up messages
Securing/storage of cargo in appropriate locations
4. Customer service ;skills acquired
Customer service etiquette
Generation of the clearance documents
Relevance of letters of authority before release of any clearance docs

During this period, Antony demonstrated his ability to work under pressure and with minimum supervision. It was a pleasure working with Antony, a very focused and hardworking young man.

Yours faithfully



Moses Rotich
Manager Terminal Operations

United States International University - Africa

The Trustees of the University, upon recommendation of the University Faculty and by virtue of the Authority in them vested, have conferred on

Antony Ndung'u

who has satisfactorily pursued the studies and passed the examinations required therefor, the degree of

Bachelor of Science in International Business Administration

with all the rights, privileges and honors therunto appertaining

Given at Nairobi, Kenya

this eighteenth day of April, two thousand and fifteen.

Mudai A. Brown
Vice Chancellor

Mwasa
Chancellor and Chair, Board of Trustees





DIPLOMA

awarded to

Antony Ndung'u

who passed

IATA Cargo Advanced Rating and Marketing

Montreal, December 2015

A handwritten signature in black ink, appearing to read "ATY", written over a horizontal line.

Tony Tyler, Director General & CEO
International Air Transport Association



IATA Training & Development Institute

420219 KOA NE

Certificate of Completion

This is to certify that

Anthony Ndungu

For the successful completion of

Disaster Management Training

Topics Covered

- Introduction to Disaster
- Types, phases and effects of disaster
- Future trends of disaster

- Fire disaster
- Linking disaster and development
- Volunteering in disaster situations
- Women and children in disaster

Completed on 1st August 2009 at Onestop Youth Information Center


C.E.O - Urban Volunteers Organization


National Director - Kenya Youths Against Gender Violence





Certificate No:.....

2050

KENYA INSTITUTE OF HIGHWAYS AND BUILDING TECHNOLOGY



This is to Certify that:

Antony Ndungu

successfully completed a course of instruction in:

Elementary Driving

The following areas were covered:

- ☒ Practical Driving
- ☒ Highway Code
- ☒ Traffic Act
- ☒ Road Signs, Traffic Table Model Study
- ☒ Attitudes Towards Road Safety
- ☒ Vehicle Daily Checks

Course No: DEC/2013/07 Date: 24th June to 19th July 2013


Head of Department




Principal



**ONESTOP YOUTH CENTRE
COMPUTER TRAINING
CERTIFICATE OF ACHIEVEMENT**

This is to certify that


Anthony Ndung'u

*has successfully completed a computer course and attained
the following grades in:-*

<u>SUBJECT</u>	<u>GRADE</u>
✓ INTRODUCTION TO COMPUTERS	DISTINCTION.
✓ MICROSOFT WORD	CREDIT.
✓ MICROSOFT ACCESS	DISTINCTION.
✓ MICROSOFT EXCEL	CREDIT.
✓ MICROSOFT POWERPOINT	DISTINCTION.
✓ INTERNET EXPLORER	CREDIT.

AWARDED ON 16/09/2009


CENTRE CO-ORDINATOR.


HEAD OF TRAINING.

NATIONAL POLICE SERVICE

**DIRECTORATE OF CRIMINAL INVESTIGATIONS****DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS**

P.O.Box 30036-00100 GPO

NAIROBI, KENYA

Ref. No. **PCC-77SY5QQY7**Date **11 April 2024****POLICE CLEARANCE CERTIFICATE***I hereby certify that the fingerprints recorded from***ANTONY NDUNGU**

*holder of ID No. **28227442** have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.*

REMARKS IN CASE OF PREVIOUS RECORD**OFFENCE(S): NIL****RESULTS OF TRIAL: NIL****DATE: NIL*****This Certificate has been issued without any alteration or any erasure***
(W.N KIRAI)***For: Director, Directorate of Criminal Investigations***
(P.T.O)

NOTE: This is a computer generated certificate, to verify the authenticity of this document,
use the link <https://dci.ecitizen.go.ke/verify>,
send DCI to 21546 Then Dial *512# and select "Police Clearance"

REMARKS

2.

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

3.

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

4.

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

5.

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

7.

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**