CURRICULUM VITAE

PERSONAL INFORMATION

NAME	: RICHARD KAMITHA
ID NUMBER	KAMITI
DATE OF BIRTH	: 29440404487
	: 25 [™] NOV 1994
GENDER	
	: MALE
NATIONALITY	: KENYAN
RELIGION	
MARITAL STATUS	: CHRISTIAN
	: SINGLE
PASSPORT NUMBER	: BK154865
ISSUED	: 21st JUN 2021
EXPIRY	: 20 TH JUN 2031
HEIGHT	: 5.7 FT
WEIGHT	: 60 KG

LANGUAGE

PHONE NO

: +974 30144547 : +254 769056434

CAREER OBJECTIVE

- ✓ To work with dynamic world class entity those,
- ✓ Demonstrate good service and communication and leadership skills.
- To obtain a challenging position in an innovative and dynamic construction Industry with an aim of utilizing my technical skills to the best achievement and goals of an organization as well as self enhancement.
- To be a self-motivated person with well-developed accounting and auditing skill combined with a flexible attitude to work for the benefit of the company, its clients and general public.

PERSONAL PROFILE

- result oriented,
- self-driven,
- hardworking,
- committed,
- versatile and flexible individual

RELATED SKILLS

Highly skilled in performing duties within assigned areas

- Adept at handling emergency situations effectively
- Well versed in using different cleaning materials

	AA DRIVING SCHOOL
EDUCATION QUALIFICATION	(Certificate of Driving)
JAN 2015– MAR 2015	
	MURANGA HIGH SCHOOL
2010– 2014	(Kenya Certificate of Secondary Education)
2000- 2009	MUKORE ACADEMY SCHOOL
	(Kenya Certificate of Primary Education)

2021 :

WORKING EXPERIENCE

Fresha Breweries Compant Itd.

Post: Cargo Carrier

ALKEBRA DRIVING SCHOOL- DOHA- QATAR

2016 JANUARY ~ DEC 2017

Duties and Responsibility

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Assisting with loading and unloading items from vehicles.
- Accepting payments for delivered items.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, forklifts, etc.

- Collect money from customers, make change, and record transactions on customer receipts.
- Listen to and resolve customers' complaints regarding products or services.
- Inform regular customers of new products or services and price changes.
- Write customer orders and sales contracts according to company guidelines.
- Drive trucks in order to deliver such items as food, medical supplies, or newspapers.
- Collect coins from vending machines, refill machines, and remove aged merchandise.
- Call on prospective customers in order to explain company services and to solicit new business.
- Record sales or delivery information on daily sales or delivery record.
- Review lists of dealers, customers, or station drops and load trucks.
- Arrange merchandise and sales promotion displays, or issue sales promotion materials to customers.
- Maintain trucks and food-dispensing equipment and clean inside of machines that dispense food or beverages.

Grather Academy School

Post: School Van Driver

From JAN 2018 TO JAN 2019

Duties and Responsibility

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

Americana Food Quantity / KFC Doha- QatarPost : Driver

From 2021- resume **Duties and Responsibility**

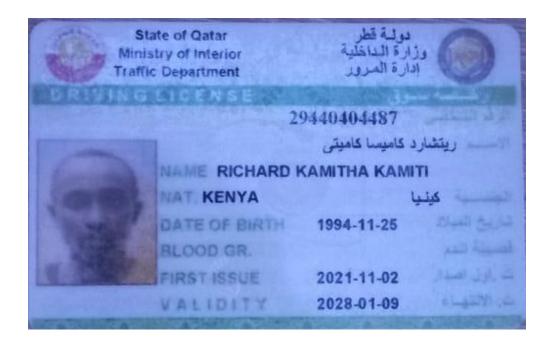
- Delivery of food to clients

HOBBIES

- 1. Swimming
- 2. Travelling
- 3. Reading

<u>REFEREE</u>

UPON REQUEST



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LOADER .			BUS	مافلية	•	المتبلجات عامية Handicapa
FORKLIFT فعة شوكية	, Jak		MED. TRUCK المادة متوسطة	Hearing Disability		
OTHER CO	N	1	TRAILE	R قاطرة ومقطور		الليزع بالاعطياء Organ Denation

