



JOSEPH OCHIENG OJIJO

CONTACT

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in JOSEPH OJIJO

PERSONAL DETAILS

Nationality : Kenyan
Driving : VALID QATAR (LIGHT
Licence DRIVER)

SKILLS

Effective communication and interpersonal skills



Polite and professional disposition



Ability to remain calm in stressful driving situations



Excellent knowledge of local and regional roads and routes.



Ability to work under pressure.



Knowledge of GPS navigation systems



ACHIEVEMENTS & AWARDS

Computer Application
Driving experience of over 10 years

CAREER 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 BACKGROUND

Certificate in Sales and Customer Services

Certificate in Storekeeping

Kenya Certificate of Secondary Education

WORK EXPERIENCE

NASSER BIN KHALID & SONS (Michelin Tires Division) -QATAR

2013-2024

Position: Customer Care service/Driver

Duties And Responsibilities

- Developed new sales opportunities via outbound cold emails, cold calls and lead follow ups
- Answered customer questions, resolving their concerns and providing additional information via calls and emails.
- Explained and demonstrated the functions and features of products/services.
- Maintained and improved the database prospects researching for new leads.
- Kept up to date with products and service information.
- Upsold products and services.
- Carried out routine inspection on the car to ensure that it is always in good condition.
- Ensured that the car is clean at all times
- Transported goods and/or passengers to designated locations

LANGUAGES

Basic Arabic

Fluent English

- Ensured vehicles are well-maintained and report any issues
- Adhered to traffic laws and regulations
- Communicated with customers to understand their needs and requirements and to identify sales opportunities.

FLEET SERVICE COORDINATOR

AUTOMOTIVE MANAGEMENT SERVICES (AMS)–

Mogadishu Somalia

2014-2018

- Advised on suitable tire models & makes for the organization based on performance tracking reports.
- Daily tire movements monitoring and documentation.
- Supervised the tire bay staff.
- Produced monthly tire consumption records.
- Carried out weekly fleet inspections with aim to effective preventative tire maintenance

QATAR PRIMARY MATERIALS COMPANY- (QPMC)

2010 - 2013

Position: Tire Man

Duties And Responsibilities

- Tire inspection and monitoring
- Identified and inflated tires as per manufacturer's specifications.
- Raised vehicles, using hydraulic jacks.
- Remounted wheels onto vehicles.
- Located punctures in tubeless tires by visual inspection or by immersing inflated tires in water baths and observing air bubbles.
- Unbolted wheels from vehicles and demounted them, using lug wrenches and other hand and power tools
- Applied rubber cement to buffed tire casings prior to vulcanization process.
- Reassembled tires onto wheels.
- Drive automobile or service truck to industrial sites to provide services or respond to emergency calls.
- Replaced valve stems and remove puncturing objects.
- Rotated tires to different positions on vehicles, using hand tools

TAX/BOLT NAIROBI KENYA

2006-2010

Position:Light driver

Duties And Responsibilities

- Arranged to pick up particular customers or groups on a regular schedule.
- Collected fares or vouchers from passengers and make changes or issue receipts as necessary.
- Determined fares based on trip distances and times, using taximeters and fee schedules, and announce fares to passengers.
- Notified dispatchers or company mechanics of vehicle problems.
- Assisted passengers as needed and requested by the passengers and/or Dispatch.
- Used proper radio codes when communicating with Dispatch, other taxi/tour drivers, National Park Service or Fire & Security.
- Provided safe and reliable transportation service to passengers by operating position specific vehicles which may include sedans, vans, paratransit vans, limousines, taxi-cabs, shuttles, transit buses, school buses, and/or motor coaches with a fixed or changing route.

REFERENCE

Available upon request -