**CURRICULUM VITAE**

James Githua Gichuho

Telephone: +974-30389359

**Email: githuajaymo@gmail.com**

**Doha, Qatar.**



**Objective**

To develop my career by working in a dynamic organisation that offers a challenging position and duties, allowing me to apply my technical experience and professional skills and to contribute positively towards both the success of the organisation and the achievement of my career goals.

Personal Attributes

* Ability to negotiate and influence with strong orientation towards results.
* Strong and confident communicator in a variety of presentation situations.
* Able to work autonomously and as part of a team.
* Accounting and strategic thinking skills.
* Well regarded for interpersonal, written and oral communication skills.
* Demonstrates ability to acquire and apply knowledge rapidly.
* Trustworthy, friendly, approachable, courteous and considerate.

Experience

February 2014 - Current date: AAB, Toyota Doha, Qatar.

**Position: Transport Supervisor**

**Feb 2014 – Current Date**

* In charge of a fleet of shuttle buses and pool car vehicles and drivers on long-term transport service contracts to other companies and government owned entities.
* Daily vehicle trips, timings, passenger manifest, pool cars usage and statistical data analysis, feeding them on the system for monthly reporting to the FMD Manager.
* Routine spot check on all vehicles to ensure that they are serviced as per the scheduled mileage run dates, tires appearance, pressure levels and cleanliness to ensure high hygienic standards.
* Act as the focal point between AAB Company and Woqod (Qatar Fuel) Company for bulk diesel supply to all locations within the entity.
* Overseeing the mobile fuel station operation, preparation of monthly consumption report as well as monthly reconciliation of petrol station coupons against the invoices.
* Periodical checking on the MOI Traffic Online Section to ensure there is no traffic violation by our vehicles and that their Estimara (registration) are valid.

Oct 2011 – Nov 2013: Almarai Company Jeddah, Kingdom of Saudi Arabia

**Position: Stock Controller**

* Coordinating stock control operations with warehouse staff, as well as the sales and finance departments.
* Analysing supply chain data to ensure the uninterrupted availability of stock.
* Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS).
* Placing and receiving orders to replenish stocks as needed.
* Overseeing stock storage processes, including tagging, boxing and labelling.
* Maintaining a steady flow of stock from storage to where it is needed in line with FIFO system.
* Ensuring all stock is Cycle Counted and Year End inventory is accomplished according to company procedures.
* Periodical stock reconciliation reporting, coordination of regular inventory audits and keeping updated inventory records.
* Ensuring all Quality, Health and Safety requirements are met in accordance with company policies.

Jul 2009 - Oct 2011 Petmak Distributers & Wholesale Company Nairobi, Kenya

**Position: Store man and Book keeping.**

Reporting to head of distribution.

* General store keeping duties.
* Book keeping and records management.
* Participating in periodical and year end stock taking.
* Adherence to Company Safety policy.

**Education**

**Jan 2008 - Jun 2009 Graffins College Nairobi, Kenya**

ACCA Part 1:

* F1 – Accountant in Business
* F2 – Management Accounting
* F3 – International Financial Accounting

**Jan 2005 - Apr 2005 Oshwal College Nairobi, Kenya**

* Certificate in Computer studies. (MS Office Suite)

**2001 – 2004 ST. Patricks Senior School Nairobi, Kenya**

* O’ Level Certificate

**Courses Attended**

**March 2014 – Qatargas Center For Safety Training (CFST) Ras Laffan Qatar.**

* ISI – Interactive Safety Induction (CSE 1)
* H2SEBA – H2S Escape by Apparatus (CSE2)
* Defensive driving and safety manoeuvring techniques.

**Kenya Scouts Association**

* Basic first aid and evacuation procedures
* Basic firefighting techniques.

Interests.

* Travelling, Socialising, Watching movies, Swimming, Basketball

**Personal Information**

Date of Birth: 20th March 1986

Languages: English (excellent), Swahili (fluent) and Arabic (Intermediate)

Nationality: Kenyan

Marital Status: Married

PP no: A1717633

D Licence. Class: Light

**References**

Mr. Rizwan Khan Mr. John Willard General Bisnar

Senior Supervisor (Logistics) Supervisor

Almarai Company, Abdullah Abdulghani & Bros. CO. (AAB)

Tel: +966 59 707 9525 Tel: +974 70 30 19 43

Jeddah, Kingdom of Saudi Arabia Ras Laffan, State Of Qatar