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| **K/M** | Kelvin Mwandawiro | | | | | | |
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| Profile  A dedicated and reliable Driver with Computer Knowledge with experience in delivery services and a strong desire to transition into hotel transportation. Skilled in safe driving, customer service, and efficient route planning, with a strong understanding of vehicle maintenance and navigation technology. Proficient in basic computer applications, including data entry, GPS systems, and hotel management software, ensuring smooth communication and scheduling. Committed to providing professional, courteous, and high-quality transport services, enhancing guest experiences, and maintaining a positive brand image for the hotel.  GPS icon **ADDRESS** Doha, Qatar- 0000  Phone icon **PHONE** +254708460870  email icon **EMAIL** kelvinkalema@yahoo.com    Languages  English  Arabic  Swahili  Referee  Jaquar World, Qatar  +97455522718  mohammed.patanwala@jaquar.com | |  | EXPERIENCE | |  | |
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|  | *August 2021– Present*  Delivery Driver• Swift Jaquar Delivery • Doha, Qatar  Delivered goods to customers efficiently while maintaining excellent customer service. Used GPS systems and route planning applications to optimize delivery schedules. Managed digital records of deliveries and maintained communication through mobile apps. Ensured timely deliveries, vehicle cleanliness, and adherence to road safety regulations. Interacted with customers professionally, handling inquiries and feedback courteously.  *2016-July 2021*  Artisan (1) • Machakos County Government • Kenya  Collaborated with licensing partners to ensure products met all regulatory and contractual requirements. Maintained detailed records of licensing agreements, renewals, and compliance documentation. Crafted high-quality, licenses in accordance with industry standards. | | | |
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|  | EDUCATION |  | | |
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|  | Al Khebra Driving School• Qatar   * Driving License   St Paul’s University • Kenya   * CCNA Routing and Switching Higher Education Certificate   Kenya Institute of Professional Studies• Kenya   * Certificate in Computer Literacy and Applications | | | |
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|  | key skills and characteristics | | |  |
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|  | With a background in delivery services, I have developed excellent route planning and navigation skills, ensuring timely and efficient transportation. My ability to interact with customers has strengthened my customer service and communication skills, making me well-suited for hotel guest transfers. I am proficient in computer applications such as Microsoft Office, GPS tracking, and digital record-keeping, which helps in managing transport schedules efficiently. Additionally, I have experience with vehicle inspection and maintenance, ensuring that all trips are safe and hassle-free. My adaptability, professionalism, and problem-solving abilities make me an ideal candidate for a hotel transport role. | | | |
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