



DENNIS MURIITHI MUTHONI

Contact Information:

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Professional Summary

Results-driven professional with a Diploma in Sales and Marketing and a Certificate in Automotive Engineering. Possesses extensive experience in sales, customer service, inventory management, and automotive instruction. Adept at maintaining optimal inventory levels, verifying stock accuracy, and ensuring seamless operational efficiency. Skilled in fostering customer relationships, resolving discrepancies, and improving store operations.

Key Skills

- Inventory Management & Stock Control
 - Supplier Coordination & Logistics
 - Sales & Customer Relationship Management (CRM)
 - Market Research & Competitive Analysis
 - Product Knowledge & Upselling
 - Team Leadership & Collaboration
 - Communication & Negotiation Skills
 - Compliance & Safety Standards
 - Time Management & Efficiency
 - Attention to Detail & Problem-Solving
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Professional Experience

Storekeeper / Inventory Controller

Afkaf Trading and Contracting Company

June 2023 – Present

- Check goods upon receipt, ensuring they are documented, stored, and reordered as per company guidelines.
- Verify and track received inventory and maintain inventory reports and logs.

- Work with suppliers to resolve discrepancies between invoices and actual received merchandise.
- Conduct inventory audits to determine stock levels and initiate timely repurchasing.
- Inspect deliveries to verify freshness, cleanliness, consistency, and quality.
- Ensure proper packaging and labeling of received goods, except for vegetables and fruits.
- Identify and segregate perishable items for priority issuance to prevent spoilage.
- Adhere to food safety and handling procedures across all food-related areas.
- Assist the Storekeeper in completing and maintaining departmental paperwork.
- Acknowledge invoices and track inventory items through the stock register.
- Maintain accurate records of product quantity, type, and price while overseeing shipping and receiving processes.
- Ensure all freezer-stored items are properly packed and labeled with corresponding tags.
- Coordinate with other departments regarding storeroom operations as necessary.
- Maintain professionalism, proper hygiene, and uniform standards at all times.
- Participate in training and development sessions as recommended by supervisors.
- Perform other duties as assigned.

Technician

Carwire Service Centre Feb 2021 – April 2023

- Diagnose, repair, and maintain various types of vehicles and machinery.
- Conduct routine inspections and preventive maintenance to ensure optimal performance.
- Troubleshoot mechanical and electrical issues using diagnostic tools.
- Repair and replace faulty parts, including engines, brakes, transmissions, and suspension systems.
- Perform oil changes, tire rotations, and other essential maintenance services.
- Maintain accurate records of repairs, services, and parts inventory.
- Follow safety protocols and ensure compliance with industry standards.
- Work closely with clients to explain repair needs and provide cost estimates.
- Stay updated with the latest automotive technologies and repair techniques.
- Collaborate with team members to complete repairs efficiently and on time.

Automotive Engineering / Driving Instructor

Denis Engineering Institute

Mar 2017 –Feb 2020

- Delivered lessons on automotive repair, maintenance, and diagnostics.
- Developed lesson plans, training materials, and coursework.
- Assessed student progress through tests and practical demonstrations.
- Ensured adherence to safety regulations and best practices in vehicle handling.

- Provided theoretical and practical driving lessons covering vehicle control, road safety, and traffic laws.

Education

Diploma in Sales and Marketing

Machakos University, Kenya (2019)

Certificate in Automotive Engineering

National Youth Service RCTC (2014 – 2015)

Advanced Certificate in Computer Studies

Giga ICT Center (2012)

Referees

Upon request.