



WILLIAM NDUNGU

Contact Me

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Education

- **Certificate in Mechanical Engineering**

Kenya Institute of Highways and Building Technology

- *Computer Packages*

Key Competency, Certifications & Licenses:

- Holder of Qatar/ Kenya Driving License
- Certified Roller Machine Operator
- Certified Loader Machine Operator
- Certified Excavator Machine Operator

Profile

A hardworking, proactive, responsible, versatile, dependable professional in various fields with a decade of acquired skills, competencies and experience. I work well under minimum supervision to achieve set organizational goals. My objective is to challenge myself everyday in new areas of expertise to enhance growth while gaining valuable experience. I am health and safety oriented to achieve zero harm while performing my tasks. I work well with multinationals and great within and in a team to enhance cohesion.

Work Experience

Merchandiser

Naivas Supermarket, Nakuru Kenya
Aug 2023 - March 2025

- Making quotation, invoice receipts and deposit
- Removed damage, out of -code, not -in-set and discontinued items from displays.
- Updated pricing and signage to complete product displays and educate customers.
- Organized store merchandise racks and displays.
- Promote and maintain visually appealing environment.
- Update signage and price tags to reflect current sales.
- Collaborating with suppliers, manufacturers, and stores to ensure proper execution of plans.
- Creating and organizing promotions and advertising campaigns.
- Managing the educational materials for training employees.
- Managing layout plans of store and maintain inventory of products.
- Gathering information on market trends and customers reactions to products.
- Analyzing sales figures - reporting growth, expansion, and change in markets.
- Negotiating quantities and delivery timescales.
- Working closely with buyers and other merchandisers to plan product ranges.
- Maximize customer interest and sales levels by displaying products appropriately

Mowasalat_Karwa, Qatar

Public Transport Bus Operator
Aug 2021 to May 2023

Trainings:

- **Customer Experience**
- **Station Operations**
- **Basic First Aid**
- **Basic Fire and Safety**
- **Post Incident report writing**
- **Incident Management and Handling**
- **Electric Bus Operation**

Skills & Proficiencies:

- **Multitasking**
- **People Management**
- **Operations Management**
- **Problem solving**
- **Complain Management**
- **FIFA Qatar 2022 Participant**
- **Incident Management**
- **Team Player**

Personal Information

DOB: 7th May 1991

Nationality: Kenyan

Marital Status: Married

Language Proficiency

English

Kiswahili

- Pick up and drop off passengers at designated locations
- Follow a planned route or drive to a requested destination
- Help passengers, including those with disabilities, get into and out of the vehicle
- Obey traffic laws and state and federal transit regulations
- Follow procedures to ensure passenger safety
- Disseminates information to passengers using passenger information system.
- Keep passengers informed of possible delays
- Keep passengers informed of possible delays
- Maintain vehicle by checking tires, lights, and oil
- Keep the vehicle clean and presentable
- Coordination with stakeholders during normal, degraded, and emergency situation during your shift

AutoXpress Limited, Kenya

Workshop Technician
February 2015 to June 2021

- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading technical publications.

ACE Motors, Kenya

Workshop Technician
May 2012 to December 2014

- Ensure that all repairs and maintenance are completed according to the manufacture's specifications and guidelines.
- Provide safe and reliable vehicles upon repair completion.
- Perform different kind of repairs including brakes, onboard computer diagnostics, suspension and tire fixing.
- Maintain a safe working environment.
- Perform different duties as per required standards.