



CONTACT

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930 Saad Bin Ubada
Street Doha Qatar

EDUCATION

01/2014
SENIORS DRIVING SCHOOL

- Driving License

01/2010-01/2013
GORAM HIGH SCHOOL

- Kenya Certificate of Secondary Education

01/2002 – 01/2009
ST. ANNE CATHOLIC ACADEMY

- Kenya Certificate of Primary Education

SKILLS

- Food hygiene training
- Administrative skills
- Decision-Making confidence
- Office record management
- Confidentiality awareness
- Active listening
- Document management
- Accounts Payable payment runs
- Loss prevention strategies
- Crisis handling
- Business development
- Office stock management
- Cultural competence
- Database management
- Time efficiency
- Filing system maintenance
- Bookkeeping
- Goods receiving procedures
- Scheduling

SIMON PETER MUNGAI

DRIVER

PROFESSIONAL SUMMARY

To be a reliable, response competent, equipped with relevant knowledge and skills needed to properly and maintain company at natures, recognize and utilize personal virtues like honesty, diligence, integrity and team work. To contribute positively to the attainment of company vision, mission and objectives.

Organized clerical team member adaptable to needs of different projects, tasks and staff. Maintains organized, tidy spaces and helps team members. Savvy with multiple programs and tools to streamline work.

Enthusiastic Driver with more than Nine years of experience. Secures team success through hard work, attention to detail and excellent organisation. Shares my skills and knowledge to achieve the best results.

WORK HISTORY

Al Siddiqi Holding 01/2023 - CURRENT
Staff Bus Driver/Commissary Driver

- Pickup staff from accommodation to their destined hotel, pick staff from hotel to accommodation, drop employees for medical and fingerprint.
- Commissary - pick and drop food items from production kitchen to the restaurants & hotels.
- Catering - deliver catering equipment, food items, set ups to events venues.

Karwa Mowasalat Company 01/2019 - 01/2023
Taxi Driver

- Pick-up customer from one point to their chosen destination and also provide good customer service in removing their items in the car.

Deekos Bakery Company 01/2018 - 01/2019
Driver

- Distribute all cakes to all supermarkets and make sure that the car is well maintained.

Aljaber Engineering Company 01/2016 - 01/2018
Scaffolder

- Construct access for all people to work in a safe environment without any case of accidents or incidences.

Poolside Hotel - Magadi, Kenya 01/2014 - 01/2016
Driver

- Pick up and drop workers as per a set schedule.
- Operate the vehicle in a safe and efficient way according to all relevant legislation, policies and procedures.
- Perform daily safety and maintenance checks.
- Perform minor maintenance duties such as changing the oil.
- Cleaning the bus as scheduled and or required.
- Ensure the bus is safely and securely stored.
- Advise the senior administrative officer of any requirements for maintenance or repairs.