

CURRICULUM VITAE.

PERSONAL DETAILS:

NAME Samson Mbugua Kinyanjui
GENDER Male
NATIONALITY Kenyan
VISA STATUS Residence visa{transferable}
MARITAL STATUS Married
LANGUAGE English
MOBILE NUMBER +97477592195
E-MAIL: *samsonkinyajui20@gmail.com*

With valid Qatar Driving License

CAREER OBJECTIVE:

I am a goal driven, innovative, ambitious, proactive and dynamic with excellent communication and problem-solving skills. Quickly forms good working relationships and rapport with people at all levels. I am dedicated to maintaining efficiency, care, and accountability at all times and can produce required results under minimal supervision.

WORKING EXPERIENCE

Worked as transport coordinator under little sailor sea food company Qatar 2016 TO PRESENT

Responsibilities.

- Plan delivery routes.
- Dispatch drivers to complete deliveries.
- Record shipment details on the computer system.
- Review driver logs.
- Respond to client feedback or complaints.
- Prepare payslips for drivers.

Worked as a Mobile Merchandiser under Almarai Qatar 2012-2016

- Successfully stocked and rotated over 400 items per day in a fast paced store.
- Efficiently restocked shelves with merchandise and ensure accurate labeling.
- Demonstrate exemplary customer service, assisting customer in locating requested items.
- Maintained a clean and organized work environment, including the backroom and storage areas.
- Efficiently communicated with salesman and other team members to ensure all tasks were completed on time.
- Checked the expiration of products and ensure the quality of the displayed items

Worked as a Customer Service Representative Laico Regency Kenya 2009 TO 2011

Responsibilities: -

- Welcome-greet visitors and direct them to appropriate department.
- Provide accurate, efficient, and committed office work support to the senior management.
- Manage the routine office management functions, deal with clients and visitors.
- Outreach selling to the local market.
- Maintain proper records of incoming and outgoing correspondence.

- Finding out new customers with the help of available resources.
- Regularly update and maintains customer data base.

QUALIFICATIONS:

Pago Airways Services and Training Institute

January 2004-February 2006

Course Studied:

1. Diploma in Travel Operations

EDUCATION BACKGROUND

Lari Secondary School

2000 -2003

- Kenya certificate of secondary education (grade pass)

Lari Primary School

1992-1999

- Kenya certificate of primary education (grade pass)