

**JOSEPH MUA**

P.O. Box 50, Nairobi, Kenya

+254 725 543 948 / +974 511 406 51

josephmuaofficial@gmail.com

11/9/2025

**Dear Hiring Manager,**

I am keen to apply for a position as a Driver. With a year as a Valet Supervisor at Msheireb Downtown's underground parking in Doha, I led multi-shift teams, managed digital parking systems, handled VIP service, and ensured strict safety compliance. I also have extensive experience handling high-end vehicles and serving VIP clients with discretion and professionalism.

I hold a valid Kenyan Driving Licence and a Qatari Driving Licence, am well-groomed, and possess excellent communication skills that enable me to engage effectively with clients and colleagues. I am currently based in Kenya and can start immediately.

I am available for an online interview anytime at **+254 725 543 948** or **+974 511 406 51**.

Thank you for your consideration. I look forward to contributing to your team's success.

Sincerely,

**Joseph Mua**

**JOSEPH MUA**

P.O. Box 50, Nairobi, Kenya

Phone: +254 725 543 948 / +974 511 40651

Email: josephmuaofficial@gmail.com

**PROFESSIONAL SUMMARY**

Motivated and detail-oriented driver with over a year of experience as a Valet Supervisor at Msheireb Downtown, Doha, Qatar. Skilled in managing teams, resolving passenger issues, ensuring safety compliance, and coordinating shift-based operations. Equipped with practical knowledge in data systems and customer service tools. Currently based in Kenya with a valid Kenyan Licence and a valid Qatari driver's license. Fully available and ready to report to work immediately if given the opportunity. I am Available for an online Interview at any time via +97451140651/+254725543948.

**CORE COMPETENCIES**

- Staff supervision and shift coordination
- Passenger support and complaint handling
- Schedule monitoring and reporting
- CRM and inventory system proficiency
- Clear communication and conflict resolution
- Team leadership and public speaking
- Cleanliness and station standards enforcement

**WORK EXPERIENCE****Valet Supervisor**

Msheireb Downtown Doha, Qatar

September 2024 – Present

- Led and supervised a rotating team of valet staff across multiple shifts.
- Handled VIP clients and resolved service-related issues promptly.
- Maintained vehicle movement logs and ensured safety protocol adherence.
- Worked closely with management on incident resolution and service quality.
- Handled parking management system at the world's biggest underground parking in Msheireb Downtown, Doha.

## **EDUCATION**

### **Bachelor of Leadership and Management**

Management University of Africa

Second Year (Ongoing) | 2022 – Present

## **TECHNICAL SKILLS**

- Inventory & operations: Zoho Inventory, QuickBooks, Fishbowl, NetSuite
- CRM & reporting: Zoho CRM, HubSpot, Google Analytics
- Communication tools: Slack, Microsoft Teams, Email
- POS & retail systems: Shopify POS, barcode systems

## **ADDITIONAL SKILLS**

- Strong verbal and written communication
- Conflict resolution and staff training
- Highly organized with proactive work ethic
- Multilingual: English and partly Arabic
- Driving Experience. Both In Kenya and in Qatar.

## **AVAILABILITY**

**Kenyan Driving Licence: Valid & Clean**

**Qatari Driver's License: Valid & Clean**

Available to report to duty immediately.

## **DOCUMENTS**

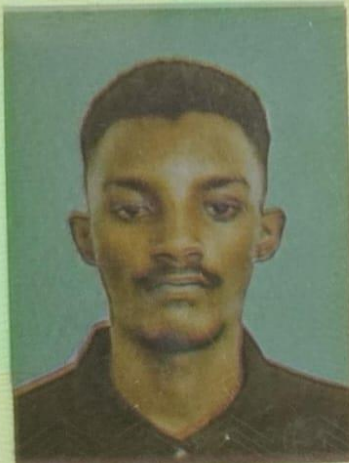
Attached below is my Passport Picture, Kenyan Driving Licence and Qatar Driver's License.



# DRIVING LICENCE

REPUBLIC OF KENYA

JAMHURI YA KENYA



6086960014062003

SURNAME

MWANZIA

OTHER NAMES

JOSEPH MUA

NATIONAL ID No

35557250

DATE OF BIRTH

23.11.1998

SEX

MALE

BLOOD GROUP

LICENCE No

DL-1417834



DATE OF ISSUE

11.11.2022

DATE OF EXPIRY

11.11.2025

COUNTY OF RESIDENCE

MACHAKOS

HOLDER'S  
SIGNATURE

*Handwritten signature*





State of Qatar  
Ministry of Interior  
Traffic Department

دولة قطر  
وزارة الداخلية  
إدارة المرور



DRIVING LICENSE

رخصة سوق

29840405584

الرقم الشخصي



الاسم جوزيف موا موانزيا موانزيا

NAME JOSEPH MUA M. MWANZIA

NAT. KENYA

الجنسية كينيا

DATE OF BIRTH 1998-11-23

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2025-05-18

ت. اول إصدار

VALIDITY 2030-05-17

ت. الإنتهاء











This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

### Authorized Vehicles

### المركبات المصرح بقيادتها

### ملاحظات Notes

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses <input type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عدسات Lenses <input type="checkbox"/>
LOADER شيل 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	أوتوماتيك Automatic <input checked="" type="checkbox"/>
FORKLIFT رافعة شوكة 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps <input type="checkbox"/>
OTHER أخرى 	<input type="checkbox"/>	TRAILER قاطرة ومقطورة 	<input type="checkbox"/>	إعانة سمعية Hearing Usability <input type="checkbox"/>
				التبرع بالأعضاء Organ Donation <input type="checkbox"/>

Licensing Authority

سلطة الترخيص



\* 2 9 8 4 0 4 0 5 5 8 4 \*

State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29840405584 الرقم الشخصي:  
D.O.B: 23/11/1998 تاريخ الميلاد:  
Expiry: 27/09/2025 الصلاحية:  
الجنسية:  
Nationality: KENYA  
Occupation: سائق المهنة:



الإسم: جوزيف موا موانزيا موانزيا

Name: JOSEPH MUA MWANZIA MWANZIA

Passport Number: AK1535138 رقم جواز السفر:  
Passport Expiry: 17/05/2034 تاريخ انتهاء الجواز:  
Serial No: 30129840405584 الرقم المسلسل:  
Residency Type: عمل نوع الرخصة:  
Employer: مستر فالية باركنج المستقدم:

مدير عام الإدارة العامة للجوازات  
General Director of the General  
Directorate of Passports

توقيع حامل البطاقة  
Holder's signature





PEA Domingo

~~Answer~~



P<KENMWANZIA<<JOSEPH<MUA<MWANZIA<<<<<<<<<<<<<  
AK15351384KEN9811234M340517835557250<<<<<<42

# The Kenya National Examinations Council



## KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



12315504/184

NAME: MWANZIA JOSEPH MUA		*M1*	12315504/184
NDALANI SECONDARY SCHOOL			
SUBJECT	GRADE		
101 ENGLISH	B (PLAIN)		
102 KISWAHILI	B (PLAIN)		
121 MATHEMATICS	C (PLAIN)		
231 BIOLOGY	C+ (PLUS)		
233 CHEMISTRY	B- (MINUS)		
312 GEOGRAPHY	C+ (PLUS)		
313 CHRISTIAN RELIGIOUS EDUCATION	B+ (PLUS)		
451 COMPUTER STUDIES	B (PLAIN)		



SUBJECTS NAMED EIGHT MEAN GRADE B- (MINUS)  
EXAMINATION OF YEAR 2015  
PRINTED : 161013:14224225

*M. Njoroge*

Chief Executive Officer  
Kenya National Examinations Council



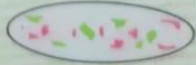
*James O. Ombaka*

Chairman  
Kenya National Examinations Council

This is a secure document printed using special paper and inks.  
Please hold it up to the UV light to verify that the word BARAZA LA MITIHANI and the "ORIGINAL" embedded thread can be seen through the paper.  
Not valid without a hologram.

(See overleaf for conditions of issue)

KCSE/ 15 1565974





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Management  
University  
of Africa



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Impacting Progress



**MWANZIA, JOSEPH MUA**

**ADM NO: BMLK/7/00192/3/22**

**COURSE: BACHELOR OF MANAGEMENT  
AND LEADERSHIP**

**VALIDITY: 2026**



United States  
International  
University-Africa

**STUDENT IDENTIFICATION CARD**

**Mwanzia, Joseph Mua**

**STUDENT ID: 651476**

**PROGRAM: UNDERGRADUATE**

**EXPIRY DATE: DECEMBER 2023**



Registrar's Signature

A handwritten signature in blue ink, appearing to read 'Joseph MUA', is written over a horizontal line.

