

# RESUME:



STEPHEN KAMAU WAITHERA  
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## CAREER OBJECTIVE

To embrace teamwork, be focused while being result oriented in an effort to achieve the best in my career. I am a result oriented person with a bias to my growth and that of the organization.

## PROFESSIONAL EDUCATION

2003 : African Institute of Research and Development Studies  
Certificate in Computer Studies

2007 : Glory Driving School  
BCE Driving License

## **EDUCATIONAL BACKGROUND**

**1998 - 2001** :KAHAWA SECONDARY SCHOOL  
:Kenya Certificate of Secondary Education  
2014. :Karwa driving school(light, bus, medium track)  
2020-2025:  
Chemical handling-Diss Doha Industrial safety services  
Fire fighting skill-Enertech Qatar  
Fist Aid - Enertech Qatar  
Forklift certificate - Abs Group inc  
VNA certificate - Abs group inc

**Jan 2021 to date: GAC Qatar**  
**Position Warehouse Coordinator**

### **Responsibilities:**

- Receive pre alert for incoming shipment
- Reply to customers and update the shipments status
- Checking all the inventory and making sure everything matches
- Running the warehouse day to day operations
- Making sure outbounds and inbounds are done within the required time lines.
- Mantaining all the records required by the customer
- Check the inventory and issue the invoices to customer
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**May 2015 to 31/12/2020 : GAC Qatar (Contract Logistics)**

**Position: Warehouse Assistant**

### **Responsibilities:**

- Pick up and Drop off of cargo from Warehouse to customers
- Loading and off loading of cargo using Forklift within the GAC Warehouses
- Pick up of cargo from Customs after clearance and delivery to our warehouses
- Upon special occasions, I am involved in cargo exports delivering to Airport
- Documentation of all the necessary paperwork e.g. gate pass to get access to the airport
- Involvement in the HSSE to ensure my safety and the safety of those around at the place of work

**2013 January to April 2015**

**Position: Service Provider (Courier driver)**

### **Responsibilities:**

- Pick-up of import volume from Customs facility to UPS facility,
- Scanning of import volume and loading the same in the systems to reflect arrival to our facility
- Sorting the volume as per the respective routes with other staff members prior to loading for delivery,
- Checking with accounts department to identify if there are any invoices for the volume before delivery to consignees,
- Timely and efficient delivery of the shipments to their respective consignees,
- Taking of P.O.D (Proof of Delivery) to be loaded on the system for easy identification of status by our global partners and for the shipper information,
- Attending to export pick-ups as per office plan and as per my route plan to ensure each pick-up call is attended to effectively and no shipment is left uncollected,

- Inspection of the export volumes with the shipper prior to forward to our facility to ensure it complies with the company regulations and requirements,
- Collection of payments as at and when advised to do so by the office,
- Export processing to ensure all pick-ups for export are inspected again to get the correct information for key-entry team in the system, and
- Any other duties as may be prescribed by my management

## **2005 - 2012: SHELL BP (KENYA LIMITED)**

**POST: Fuel Operator**

### **Duties and responsibilities**

- Inspections and basic maintenance on facilities, fuel systems, and fueling vehicles
- Support Quality Control Technicians
- Performing routine and periodic inspections in compliance with company, government and industry standards.
- Transferring product and monitoring storage tanks, pipelines and related equipment to ensure good working order.
- Conducting all work in a safe fashion.
- Making required log entries of fuel transactions, quality control and maintenance
- Receiving/dispatching jet fuel, gasoline, diesel fuel, avgas and glycol via pipelines and trucks
- Transferring product and monitoring storage tanks, pipelines and related equipment to ensure good working order.
- Conducting all work in a safe fashion.
- Making required log entries of fuel transactions, quality control and maintenance
- Checking the ability to comply with attendance/tardiness standards.

### **Other Skills**

- Ability to achieve 10 stops per hour in my daily import shipment deliveries,
- Excellent communication skills both written and spoken,
- Ability to use Microsoft excel and word efficiently and effectively,
- Ability to co-ordinate my delivery and pick-up schedule with the office and the customer to ensure efficient service delivery to the customer,
- Being able to handle the export process in the cargo section,
- Having the knowledge of customer call center .

### **REFEREES:**

Alam krosheed  
Transport Manager  
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Upendra Dhakal  
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