

# GAD MUNGAI KENJU

Driver

✉ gadmungai0077@gmail.com

📍 Doha, Qatar

☎ +97466580133



## SKILLS

- Safe Driving
- Time Management
- Customer Service
- Vehicle Inspection
- Navigation Systems
- Defensive Driving
- Vehicle Maintenance

## LANGUAGES

- English  
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- Swahili  
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- Arabic  
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## EDUCATION

High school Diploma, Customer service, hospitality Management and tourism, Mangu boys High school , Kenya

Jan 2010 – Dec 2014

- Graduated with Honors, achieving a GPA of 3.8/4.0

## SUMMARY

As a dedicated and experienced professional in driving supervision, housekeeping management, and driving roles, I am eager to bring my skills to your esteemed team. My commitment to excellence, attention to detail, and strong leadership abilities make me an ideal candidate. I am passionate about ensuring safety, efficiency, and cleanliness in all operations, and I look forward to contributing positively to your organization's success and fostering a collaborative work environment.

## EXPERIENCE

**Driving Supervisor , Hattan Company , Doha, Qatar**

Mar 2025 – Current

- Supervise and coordinate drivers' daily activities.
- Ensure compliance with traffic laws and company policies.
- Monitor vehicle maintenance and roadworthiness.
- Prepare driver schedules and assign routes.
- Keep records of fuel usage, mileage, and vehicle performance.
- Investigate accidents and report incidents.
- Train drivers on safety and operational procedures.
- Ensure timely and efficient transport operations.

**Housekeeping Supervisor , Skilled Hands company , Doha Qatar**

Jun 2022 – May 2024

- Clean and maintain rooms, offices, and common areas.
- Sweep, mop, dust, and sanitize surfaces.
- Empty trash bins and dispose of waste properly.
- Replenish cleaning supplies and toiletries.
- Report maintenance issues and damaged items.
- Follow hygiene, safety, and cleanliness standards.
- Assist in maintaining a clean, safe, and organized environment.

## **Driver , Fahari Ltd kenya , Nairobi Kenya**

Apr 2016 – May 2020

- Welcome guests and provide courteous customer service.
- Park and retrieve vehicles safely and efficiently.
- Assist guests with luggage and directions when required.
- Maintain accurate records of parked vehicles and keys.
- Ensure vehicle security and prevent damage.
- Follow parking procedures and safety regulations.
- Report incidents, accidents, or suspicious activities promptly.
- Conduct routine vehicle inspections and basic maintenance checks.
- Keep accurate records of trips, fuel consumption, and mileage.
- Ensure the vehicle is clean and in good working condition.
- Report accidents, breakdowns, and mechanical issues promptly.

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## **CERTIFICATIONS AND LICENSES**

- Driving license available