

# CURRICULUM VITAE

## DESMOND GITONGA MBUI

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### PROFILE SUMMARY

Studied business Administration and customs Management to gain understanding of the business Management environment

### STRENGTHS AND ATTRIBUTES

- Intelligent hardworking principled and confident
- Open minded self-disciplined and with the right attitude
- Keen Listener and self-driven, willing to learn

### WORK EXPERIENCE

#### CLEARING AGENT      **March 2024 (TRUCKCITY LTD)**

- Prepared T1s, Road consignment and cargo manifests
- Ensured all documents are ready to ease border check ups
- Worked with KRA, URA and RRA to ensure safe and secure transportation of goods. (Revenue Authorities)
- Working with other clearing agents for common goal

#### TRANSPORT AND LOGISTICS MANAGER      **Jan 2021-March 2024 (TRUCKCITY LTD)**

- Managing transportation
- Logistics
- Fuel consumption management
- Ensure drivers get cash for road use
- Organizing and purchasing of spares
- Working hand in hand with co-workers to ensure everything runs smoothly.

#### ADMINISTRATOR JAN, 2018 TO DEC 2020 THOMPSON SAFARIS LIMITED

- ✓ Developing sales targets for staff
- ✓ Petty cash Management
- ✓ Cash Management and record Keeping
- ✓ Organizing sales / product research to get best out from sales Team
- ✓ Ensure all that all customers supplied property is verified, recorded, safely stored.
- ✓ Work hand in hand with business team to source for new business.

#### ACCOUNT CLERK; Jan, 2015 to Aug, 2015 NJARANGE

##### PRIMARY

##### ROLES AND RESPONSIBILITIES PERFORMED

- Receiving and dispatching mails
- Filing documents
- Collecting school fees for the school

## KEY SKILLS AND COMPETENCIES

Marketing, leading, good in communication

## EDUCATION BACKGROUND

**MAY 2024: BANDARI MARITIME ACADEMY-  
CERTIFICATE IN SAFETY AND SECURITY AWARENESS FOR SEAFARERS. (STCW)**

**JANUARY 2015- KENYATTA UNIVERSITY  
DIPLOMA IN BUSINESS MANAGEMENT.**

**SEPT 2018: KENYA SCHOOL OF REVENUE ADMINISTRATION-  
DIPLOMA IN CUSTOMS ADMINISTRATION**

**JAN 2010- DEC 2014; KANYUAMBORA BOYS HIGH SCHOOL-  
KENYA CERTIFICATE OF SECONDARY EDUCATION (KCSE)**

## REFEREES

**TOM CHOMBA**  
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**Thomson Safaris**  
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**MOKUA DEBORAH**  
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