

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

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