

SOLOMON KWAYERA

Mombasa, Kenya

+2547110435681/ 0114723691 | kingfavour254@gmail.com

Personal Details

- Date of Birth : 29/4/1992
- Marital Status : Single
- Nationality : KENYAN
- Gender : MALE

Objective

PROFFESIONAL OBJECTIVES ➤ To integrate my academic knowledge and professional skills in developing skills and successful career in order to excel in competitive environment. ➤ To be an asset to any given organization with professional, diligence and excellence.

Experience

- **CARREFOUR SEA ANGELS MOMBASA/ UBER EATS** 1/11/2025 - 30/11/2025
Dispatch
 - Address and resolve any issues or complaints that arise during the delivery process, such as delays, missing items, or damaged goods, coordinating with the appropriate departments for follow-up.
 - Ensure all necessary documentation, such as proof of delivery (POD) and bills of lading, is collected and accurately submitted in a timely manner.
 - Collecting and checking items properly before dispatch.
 - Enter and maintain accurate information in the company's Enterprise Resource Planning (ERP) or dispatch management systems.
- **BARAWA BOOKSHOP/CYBER** 2/2/2025 - 31/10/2025
SHOP ATTENDANT
Duties and Responsibilities
 - Warmly welcomed and assisted customers in a courteous and professional manner.
 - Collaborated with management to develop promotional strategies and marketing materials.
 - Assisted customers with computer-related tasks, resolving technical issues and ensuring secure and comfortable environment.
 - Noting daily sales in a log book and compiling end of day sales report.
- **JUST EYES OPTICIAN** 1/4/2019 - 31/12/2023
LAB TECHNICIAN
POSITION: OPHTHALMIC LABORATORY TECHNICIAN (JUST EYES OPTICIANS& EYEMAGINE)
DUTIES
 - ❖ Mount materials or work pieces onto production equipment.
 - ❖ Inspect lens blanks to detect flaws and verify smoothness of surfaces.
 - ❖ Shape glass or similar materials.
 - ❖ Clean work pieces or finished products.
 - ❖ Assist customers by giving prompt, courteous and professional services.
- **BREAKTHROUGH CHAPEL INTERNATIONAL** 1/1/2018 - 31/12/2018
ADMINISTRATION ASSISTANT
POSITION: ADMINISTRATIVE ASSISTANT (BCI-MINISTRY)
DUTIES
 - ✓ Handling office task such as filing, generating reports and presentations.
 - ✓ Greet and assist visitors.
 - ✓ Maintain polite and professional communication via phone and e-mail.
 - ✓ Using computer to generate reports.
- **QATAR FOUNDATION/ TEYSEER SECURITY SERVICE** 1/6/2014 - 22/6/2016
SECURITY GUARD
POSITION: SECURITY OFFICER (QATAR FOUNDATION)
DUTIES
 - Ensure safety is maintained within the organization.
 - Logging in Daily record of both people and goods in a log book.
 - Monitoring the CCTV camera in a control room.
 - Coordinating with the visitors in giving directions.

Education

- **ICONS COMPUTER TRAINING** 2021(JULY-AUGUST)
CERTIFICATE IN COMPUTER
CERTIFICATE
- **NAIROBI INSTITUTE OF BUSINESS STUDIES** 2012-2011
PURCHASE AND SUPPLY MANAGEMENT
DIPLOMA
- **ALLIDINA VISRAM HIGH SCHOOL** 2010-2007
KENYA CERTIFICATE OF SECONDARY EDUCATION
CERTIFICATE
- **MWAMBA ACADEMY** 2006-1998
KENYA CERTIFICATE OF PRIMARY EDUCATION
CERTIFICATE

Achievements & Awards

- - Increased Customer satisfaction ratings through enhanced service delivery. - Implemented a customer feedback system that improved Service offer based on social media platforms and online reviews.

Skills

- PROFESSIONAL SKILLS ➤ Excellent communication skills. ➤ Excellent computer skills. ➤ Excellent recording and observation skills. ➤ Able to prioritize and multitask.

Reference

- **KOMAL SHAH - JUST EYES OPTICIAN**
OPTOMETRIST
shahkr@hotmail.com
+254724935435
- **PAUL HANSEN - TEYSEER SECURITY SERVICE(QATAR)**
DIRECTOR OF OPERATION
+97444010889