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# CURRICULUM VITAE

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MARK OJILO MALOBA



## Personal Information

**Name:** Mark Ojilo Maloba

**Gender:** Male

**Nationality:** Kenyan

**Marital Status:** Married

**Date of Birth:** 13<sup>th</sup> Jan. 1980

**Languages:** English, Swahili, Luhya

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**Phone no:** 0726026315/ 0782026315

## Personal Statement

A responsible, adaptable team leader and a diploma graduate in clearing and forwarding who has worked as a cargo handling and clearing clerk and also as a port operations clerk for 4 yrs. and thereafter as a security guard for 10yrs and running; trained in CCTV surveillance and car tracking having knowledge in computer applications and able to effectively use Microsoft office applications and email writing.

Furthermore, am adept at handling multiple tasks competently on a daily basis; a team player and able to work well under pressure.

## Work Experience

### 1. **Company:** G4s Kenya Ltd.

**Duration:** January 2013 to date

**Designation:** Security guard, CCTV controller, Car tracking, Team Leader (in charge)

**Location:** Mombasa

### Responsibilities as a Security Guard:

- Access control
- Inspection and patrolling
- Reporting
- Conducting searches on luggage and people
- Monitoring alarms and surveillance systems
- Secure all exits, doors and windows
- Provide excellent customer service
- Ensuring that company procedures are adhered to

### Places Worked – Security Guard

- ❖ **Kenya General Industries** – Miritini Mombasa – Iron sheet manufacturer
- ❖ **Brollo Kenya Ltd** – Miritini Mombasa – Steel products manufacturer
- ❖ **Associated Vehicle Assemblers (AVA)** – Mombasa – Motor vehicle assembling plant
- ❖ **CMC Motors** – Changamwe Mombasa – Dealer in machinery and motor vehicles
- ❖ **Rift Valley Railways** – Changamwe Mombasa – Railway Station
- ❖ **Kenya Women Finance** – Changamwe Mombasa – Bank
- ❖ **Total Energies Kenya Ltd.** – Changamwe Mombasa – Fuel and Gas Storage Facility
- ❖ **Uneeco** – Mombasa – Paper importer

## Responsibilities as a CCTV Controller:

- Conduct CCTV surveillance
- Incident reporting
- Footage retrieval in case of an incident
- Ensure the CCTV system is functioning well
- Monitoring any safety hazards and advising accordingly

## Places Worked – CCTV Controller

- ❖ **Associated Vehicle Assemblers** – Mombasa
- ❖ **Volcan Holdings Limited** – Kokotoni Mombasa
- ❖ **Consolbase Limited** – Changamwe Mombasa
- ❖ **CMC Motors** – Changamwe Mombasa

## Responsibilities as a team Leader:

- Ensure deployment is done well
- Reporting any incidents to G4s and the customer
- Patrolling and ensuring the property is secure
- Testing the alarms and ensuring they are functioning
- Conducting parades
- Advising the team on how to carry out duties effectively
- Ensuring that all procedures are followed by the team
- Initiate disciplinary action on officers who engage in misconduct
- Laise between the customer and G4s
- Ensure teamwork

## Places Worked – Team Leader:

- ❖ Associated Vehicle Assemblers – Miritini Mombasa

## Responsibilities in car tracking:

- Ensure all trucks are moving
- Report any diversions and stoppages
- Ensure no over speeding
- Ensure the system is functioning well
- Report any abnormality

## Places Worked – Car Tracking:

- ❖ Volcan Holdings – Kokotoni Mombasa
- ❖ Consolbase Limited – Changamwe Mombasa

2. **Company:** Portside Freight Terminals  
**Duration:** February 2010 to December 2012  
**Designation:** Loading Clerk  
**Location:** Mombasa Port

#### Responsibilities:

- Verification of cargo before loading
- Cargo allocation
- Verification of loading documents
- Facilitating cargo loading and clearance from port
- Inspecting the condition of the cargo
- Liaising with port officials to facilitate the whole process

3. **Company:** Al Sharrif Forwarders – Clearing and Forwarding Company  
**Duration:** Less than a year  
**Designation:** Clearing Clerk  
**Location:** Busia Border post

#### Responsibilities:

- Liaising with customs officers in verification and clearing cargo across the border
- Facilitating the clearing process before cargo moves to Uganda

## EDUCATION

**Course Name:** CCTV Operator's Training

**Name Of Institution:** G4s Training School

**Course Duration:** One Week

**Year:** 2019

**Location:** Mombasa

### **Units Taught:**

1. G4s MANDATORY TRAININGS
2. CONTROL ROOM CONCEPT
3. CONTROL ROOM MONITORING SYSTEMS
4. CONTROL ROOM OPERATORS' INTERACTIONS
5. DISTRESS SITUATIONS
6. CCTV ROOM OPERATOR ROLE

**Course Name:** Diploma in Customs Clearing and Forwarding

**Name of College:** Nairobi Aviation College

**Course Duration:** January 2007 to September 2007 (Sandwich basis)

**Location:** Busia

### **Course Modules:**

- Clearing and Forwarding
- Customs Declaration
- Shipping Practice
- Marine Insurance
- Shipping Law
- Customs Tariff and Cargo Classification
- Shipping Economics
- Exports And Imports
- Office practice

**Achievement:** PASS

**Course Name:** Introduction to Computer Packages

**Name of Institution:** Gal-Tech I.T Solutions College

**Course Duration:** One Month

**Year:** 2009

**Location:** Busia Town

#### **Course Modules:**

- Introduction To Computers
- Microsoft Dos
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point
- Internet & email Communication

**Achievement:** PASS

**Examination Name:** Kenya Certificate of Secondary Education

**Name of School:** Timbora Secondary School

**Year:** 2000

**Location:** Uasin – Gishu

**Achievement:** C Plain

**Examination Name:** Kenya Certificate of Primary Education

**Name of School:** Ziwa Primary School

**Year:** 1996

**Location:** Uasin – Gishu

#### **Skills:**

- Trained as a CCTV Operator
- Trained in Car Tracking
- Trained in Physical security and got recognized in service excellence in 2021

- Trained in basic Computer skills
- Basic firefighting skills
- Leadership skills

## Referees:

❖ <b>Milton Okal</b>	0722300385	Regional manager Mombasa	G4s
❖ <b>Angie Macharia</b>	0711471098	Head of Human Resources	AVA Mombasa
❖ <b>Mohamed Jahadhm</b>	0707400700	Volcan Holdings	IT Manager
❖ <b>Qayyum Shiraz</b>	0733583786	Consolbase Ltd	IT Manager

## Hobbies:

- Listening to music
- Reading articles
- Watching soccer
- Riding