



CURRICULUM VITAE

MARK OJIOLO MALOBA



Personal Information

Name: Mark Ojiolo Maloba

Gender: Male

Nationality: Kenyan

Marital Status: Married

Date of Birth: 13th Jan. 1980

Languages: English, Swahili, Luhya

Email: markmaloba06@gmail.com

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
- Liaise 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 Sharraf 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: Timboroa 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:

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

Hobbies:

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