

Eric Mutinda Nairobi, Kenya

Phone: 254 723 289 173

Email: e52160376@gmail.com ◆Professional SummaryDedicated Security Guard and Warehouse Assistant with 7+ years in security operations, access control, warehouse logistics, customer service, and machine operation. Proven in property protection, inventory management, loading/offloading, and record keeping. ◆SkillsSecurity OperationsAccess ControlGate ManagementVehicle ChecksOccurrence Book (OB)Fire SafetyConflict ResolutionCustomer ServiceCCTV MonitoringWarehouse ManagementLoading and OffloadingInventory ControlStock TakingRoute PlanningGoods HandlingRecord KeepingSafety and Accident PreventionMachine OperationEquipment MaintenanceSales (B2B, B2C)Basic Computer SkillsMS OfficeSocial Media Management ◆Professional ExperienceSecurity Guard Winstar Security Limited, Nairobi

September 2024 – PresentManage gate operations, vehicle checks, entry/exit logging, mileage recordsVerify spare parts for walk-in customers and clientsMaintain documentation using checklists and occurrence book (OB) ◆Security Guard

Race Guards Limited, Nairobi

June 2023 – April 2024Secure premises, monitor access points, ensure safety of property/personnelConduct patrols and respond to security incidents ◆Warehouse Assistant Toki Company, Nairobi

September 2021 – April 2023Load/offload beer crates, handle delivery logisticsMaintain stock records, update inventory system daily ◆Owner

Movie Shop, Nairobi

August 2018 – December 2020Manage sales, customer service, stock organizationHandle cash and digital payments (M-Pesa) ◆Sales Agent

Safaricom, Nairobi

January 2018 – July 2018Sell SIM cards/airtime, provide customer support ◆Machine Operator Bata Shoe Company, Nairobi

February 2011 – July 2014Operate/maintain shoe-manufacturing machinerySupport production targets, perform basic maintenance ◆EducationDiploma in Sales and Marketing KIPS Technical College

2016 – 2018 ◆LanguagesEnglish: Fluent (spoken and written) ◆References available upon request.