

Eric Mutinda Nairobi, Kenya

Phone: 254 723 289 173

Email: e52160376@gmail.com ♦ Professional Summary Dedicated 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. ♦ Skills Security Operations Access Control Gate Management Vehicle Checks Occurrence Book (OB) Fire Safety Conflict Resolution Customer Service CCTV Monitoring Warehouse Management Loading and Offloading Inventory Control Stock Taking Route Planning Goods Handling Record Keeping Safety and Accident Prevention Machine Operation Equipment Maintenance Sales (B2B, B2C) Basic Computer Skills MS Office Social Media Management ♦ Professional Experience Security Guard Winstar Security Limited, Nairobi

September 2024 – Present Manage gate operations, vehicle checks, entry/exit logging, mileage records Verify spare parts for walk-in customers and clients Maintain documentation using checklists and occurrence book (OB) ♦ Security Guard

Race Guards Limited, Nairobi

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

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

Movie Shop, Nairobi

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

Safaricom, Nairobi

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

February 2011 – July 2014 Operate/maintain shoe-manufacturing machinery Support production targets, perform basic maintenance ♦ Education Diploma in Sales and Marketing

KIPS Technical College

2016 – 2018 ♦ Languages English: Fluent (spoken and written) ♦ References available upon request.