

Jasper Soita Sifuma

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WORK EXPERIENCE

Warehouse Supervisor | CHINA SQUARE

mombasa, KENYA

Aug 2023 - Present

- >Analyzed shipment logs to identify discrepancies and improve accuracy in inventory management, leading to a 15% reduction in errors.
- Reviewed the timeliness of scheduled deliveries, resulting in a 20% improvement in on-time delivery rates.
- Tracked inventory levels and ordered new supplies promptly, ensuring a 100% stock availability rate.
- Implemented process improvements that enhanced operational efficiency by 25%, optimizing employee workflow.
- Determined and monitored key performance indicators (KPIs) for warehouse operations, achieving a 30% increase in productivity.
- Ensured proper maintenance of facility equipment, reducing downtime by 10%.
- Collaborated with team members to foster a cooperative work environment, enhancing team performance.
- Trained and evaluated new warehouse workers, improving onboarding efficiency by 40%.
- Monitored expenses related to fuel, storage, and truck maintenance, achieving a 15% reduction in operational costs.

Customer Event Team Member | RKH QITARAT- QATAR RAIL

AL RAYYAN, QATAR

Jan 2022 - Jan 2023

- Assisted and educated passengers on train services, improving customer satisfaction scores by 25%.
- Welcomed customers and addressed their needs, resulting in a 30% increase in positive feedback.
- Monitored train schedules and assisted customers with inquiries, ensuring a smooth travel experience for over 1,000 passengers daily.
- Maintained cleanliness and safety at stations, contributing to a 15% decrease in customer complaints.
- Managed crowd flow effectively during peak hours, enhancing overall station efficiency.

Presiding Officer (General Election) | Independent Boundaries and Electoral Commission

(IEBC)

Nairobi, KENYA

Aug 2022 - Present

- Controlled admission into polling stations, ensuring compliance with electoral regulations.
- Assisted voters requiring help, enhancing voter accessibility and participation by 20%.
- Supervised polling officials, ensuring adherence to protocols and timely vote counting.
- Briefed agents on roles and responsibilities, improving operational efficiency during elections.
- Counted and tallied votes accurately, contributing to a transparent electoral process.

Ward Based Voter Mobilizer (Kahawa West Ward) | Independent Boundaries and Electoral Commission

(IEBC)

Nairobi, KENYA

Oct 2021 - Jul 2022

- Mobilized youth to register as voters, increasing registration rates by 30% in the ward.
- Conducted voter education sessions on the importance of registration, enhancing community awareness.
- Collected data on daily turnout for registration, facilitating targeted outreach efforts.

- Assisted the Registration Officer in accessing targeted eligible voters, contributing to the IEBC achieving its registration goals.

Coordinator and Supervisor (Kiwanja Sub-Location) | Kazi Mtaani Initiative

Nairobi, KENYA
Nov 2020 - Jun 2021

- Created and managed team schedules, improving workflow efficiency by 20%.
- Ensured timely remittance of roll call reports to the Assistant County Commissioner, enhancing communication.
- Evaluated worker performance, ensuring equity and accountability within the team.
- Resolved employee disputes, fostering a harmonious work environment.
- Served as a liaison between area administration and workers, improving operational transparency.

Data Clerk (Kahawa West) | Mangat Consultancy Limited

Nairobi, KENYA
Mar 2021 - Apr 2021

- Compiled and verified data for accuracy, enhancing reporting efficiency by 25%.
- Generated and submitted interview reports, ensuring timely communication of findings.
- Responded to queries while maintaining confidentiality, building trust with stakeholders.
- Ensured adherence to data integrity and security policies during data collection, safeguarding sensitive information.

Enumerator (Githurai Division) | Kenya Population and Housing Census (KPHC)

Nairobi, KENYA
Aug 2019 - Sep 2019

- Identified boundaries for enumeration, ensuring comprehensive coverage during the census.
- Ensured timely availability of enumeration materials, facilitating a smooth census process.
- Administered questions to respondents accurately, contributing to reliable data collection.
- Performed additional responsibilities as directed by the supervisor, demonstrating flexibility and adaptability.

Dispatch Clerk and Enumerator | Ministry of Interior and National Coordination (MINC)

Nairobi, KENYA

Apr 2020 - Aug 2020

- Coordinated movement of KIT Machines, maintaining up-to-date logistics for efficient operations.
- Dispatched KITs to enumerators accurately and timely, ensuring operational readiness.
- Examined machine efficiency before dispatch, reducing equipment failure rates in the field.
- Maintained regular communication with field personnel to monitor progress and address challenges.

EDUCATION

Kenyatta University

NAIROBI, KENYA

Bachelor of Economics and Finance

Jan 2014 - Nov 2018

St Josephs Boys High School, Kitale

KITALE, KENYA

Kenya Certificate Of Secondary Education

Jan 2009 - Nov 2012

St. Francis Xavier, Moody Awori Primary School, Busia

BUSIA, KENYA

Kenya Certificate of Primary Education

Jan 1999 - Nov 2008

SKILLS AND ACHIEVEMENTS

Leadership, Teamwork, Analytical Skills, Computer Proficiency, Sales and Marketing, Communication, Flexibility, Adaptability, Time Management, Organization, Planning

CERTIFICATIONS

Leadership and Mentorship Certificate

KENYATTA UNIVERSITY

Computer Packages

GEORGOUS INSTITUTE

Issued Jan 2018

Issued Jun 2013

REFERENCES

Dr. Paul Mwangi Gachanja

Registrar Finance and Planning at Kenyatta University

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