



ADAM MOHAMED

PERSONAL DETAILS

Date of Birth: 12/02/1987
ID No: 26925585
Sex: Male
Marital Status: Married
Nationality: Kenyan
Cell Phone: +254 729 538 103/ +254 737 538 103
Email: adam.mohd78@gmail.com

SKILLS

- Safe driving practices
- GPS operation
- Vehicle maintenance and repairs
- Warehousing
- Over-The-Road (OTR) driving
- Heavy Goods Vehicle (HGV) operation
- Computer skills
- Communication skill
- Problem solving skill

SUMMARY

Responsible person, skilled at navigation and providing efficient, on-time deliveries, personally and through giving instruction to other. Possesses comprehensive visual memory and excellent sense of direction. Transportation in enthusiast effective in delivering packages on time and in great condition. Reliable with outstanding interpersonal and time management skills. Reliable in meeting schedules with minimum delays, no accidents and well-maintained vehicle in transport. Attentive to details of individual delivery requirements and changing traffic conditions. Trustworthy Driver with more than 10 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

EXPERIENCE

March 2023 – To Date

Staff Driver – KENYA RED CROSS SOCIETY MOMBASA, KENYA

Dec 2020 – May 2022

Volunteer Driver / KENYA RED CROSS SOCIETY MOMBASA, KENYA

- Used safe driving practices at all times when operating vehicles.
- Followed highway codes at all times when driving company vehicles and transporting goods.
- Performed routine light and deep cleaning of vehicle to maintain clean interior.
- Safely operated wide range of company vehicles, including cars, vans and Lorries weighing up to 7.5 tons.
- Greeted passengers with warm, friendly welcome for an excellent first impression.
- Loaded vehicle, properly securing items to prevent load shifting and damage during transportation.
- Remained calm during rush hour and other stressful driving situations.
- Drove cautiously in bad weather conditions to maximize safety.
- Represented highest standards brand when on road.
- Established long-term customer relationships through prompt and courteous service.
- Continuously monitored traffic reports, forward-planning arrangements for travel delays where necessary.

- Conducted regular safety inspections by checking oil and breaks.
- Notified branch management of vehicle safety concerns and issues.
- Collected and delivered goods and materials.

July 2018-June 2020

Assistant Logistics Manager / ABBA MOTORS LIMITED / MOMBASA, KENYA

- Dispatch transport personnel and vehicles to fulfill resupply requirements.
- Receiving and unpacking parcels mostly from client for clearance purposes.
- Signing delivery note upon receiving of shipment.
- Delivering cars to Showroom after clearance.
- Maintaining and checking the sold cars before delivering to client.
- Ensure sold cars with default are repaired before delivering to client.
- Ensure Clients received cars as per the purchase order.
- Schedule transportation of outgoing goods to meet customer requirements.
- Directs daily operations to achieve maximum efficiency and productivity.
- Resolve employee conflicts in most efficient manner.

Jan 2012 - May 2018

Declaration Manager / RUMEIYA FREIGHT LIMITED, MOMBASA, KENYA

- Preparing declaration of any consignment received in the office for clients like customs entry, delivery orders and any other required document.
- Preparing files containing clearance documents for field work staffs for their respective work.
- Ensure the procedure for clearance is followed as per customs regulations.
- Update customers and interdepartmental employees on critical shipments upon request.
- Resolve employee conflicts in most efficient manner by following all company protocols.
- Liaise with suppliers and customers on distribution of outward goods.
- Maintain required inventory levels at minimal cost.
- Create and manage budgets for improved cost control.
- Negotiate contracts with suppliers to establish quality, cost and delivery requirements.
- Develop strategies to maintain required stock levels at minimum cost.

Dec 2010 – Dec 2011

Warehouse Supervisor / NAIM & SONS LOGISTICS LTD, MOMBASA, KENYA

- Ensuring accurate stock taking of goods that are being offloaded in the warehouse.
- Receiving and processing incoming stock, picking and packing orders, and maintaining a clean and organized work area.
- Coordinating Delivery Notes and Receipts of dispatched goods, making sure are given to trucks loaded from warehouse to the client.
- Following up on truck drivers journey up to destination point.
- Confirming with the client on the cargo received if its okay as per Delivery Note and receipts.
- Ensuring correct storage and tracking of goods is done.
- Develop and enforce safety protocol and procedure to ensure safe working environment
- Monitor and identify key performance to identify areas of improvement and prepare report.

- Manage warehouse costs and implement cost-saving initiatives
- Ensure warehouse equipment's and facilities are properly maintained and in goods working condition.
- Recruit, train schedule, supervise warehouse staff to meet productivity goal

EDUCATION

2022 – MINISTRY OF TRASPORT & INFRASTRUCTURE, MOMBASA.

- Awarded – Driver Suitability Test Certificate

2022 - AUTOMOTIVE ASSOCIATION OF KENYA (AA), MOMBASA

- Awarded – Intermediate Defensive Driving Training Certificate

2022 – AUTOMOTIVE ASSOCIATION OF KENYA (AA), MOMBASA

- Awarded – Refresher Course Certificate of Attendance

2022 – ST JOHN AMBULANCE KENYA, MOMBASA

- Awarded – First Aid Certificate Course

2020 – KENYA SCHOOL OF REVENUE ADMINISTRATION

- Awarded - Certificate in Integrated Customs Management System

2010 - INSTITUTE OF SHIPPING AND MANAGEMENT, MOMBASA

- Awarded - Diploma in Clearing and Forwarding, Customs and Shipping Procedures.

2009 – DALC LEARNING INSTITUTE

- Awarded – Certificate in Information and Communication Technology

2008 – UNIK DRIVING SCHOOL

- Awarded – Certificate in Driving Course class BCE

2007 – MIVUMONI SECONDARY SCHOOL

- Awarded – KSCE Certificate

2002 – KIDONGO PRIMARY SCHOOL

- Awarded - KCPE Certificate

ACCOMPLISHMENTS

- Seeking for an entry level position in a progressive organization that has need for an energetic, fast learner, highly motivated and work dedicated individual.
- My aspiration is to work hard, co-operate and taking instruction from management.

LANGUAGES

English, Swahili: First Language

English:

B2

Upper Intermediate

DRIVING, TRAVELLING

- Driving long distances in accordance to companies schedule as required.

REFERRIES

- Sheikhnur Mohamed
Abba Motors Limited
P.o Box 42040 – 80100
Mombasa
Tel: +254 104 222 222
- Said Hassan
Kenya Red Cross
Mombasa
Tel: +254 704 012 931