

CHARLES KIMANI KIMONYI



PERSONAL INFORMATION

Nationality: Kenyan

Current Address: Kuwait

CONTACT INFORMATION

Phone Number: +96595573605

Email: charles.kimani55@yahoo.com

ACADEMIC ACHIEVEMENTS

- **Diploma in entrepreneurship 2016**
Kenya Inst. Of Management
- **American University Preparatory Institute 1999-** Math's/ English course
- **Nairobi Technical Institute 1998** Certification in architectural Draughtsmanship/computer aided drafting AUTOCAD 1999
- **ST Joseph's High School 1995**
Kenya Certificate of Secondary Education

CAREER OBJECTIVE

Certified Transportation Professional with a reputation for excellence and flawless driving record. Highly skilled in planning routes and transportation logistics to achieve strict delivery timeframes and maintain customer service and satisfaction benchmarks. Demonstrated leadership skills with the capacity to develop policies and procedures to improve safety, driver competencies, and standardize operations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. Ready to join immediately and qualified for the next stage in my career and looking forward to making a significant contribution to the growth of an ambitious organization.

KEYSKILLS AND COMPETENCE

- Excellent communication skills focused on understanding customer need and developing resolutions
- Flexible and adaptable – able to change activities and priorities to meet new demands.
- Knowledge of equipment safety, maintenance, and storage.
- Extensive knowledge of defensive driving techniques and other safe driving strategies
- Skill in coupling and uncoupling trailers, connecting or disconnecting air and electrical lines, and manipulating fifth-wheel locks
- Ability to maintain the vehicle in good condition and perform minor repairs
- Proficient in driving different types of vehicles, including cars , trucks and buses
- Positive mindset as well as creative in developing newconcepts
- Computer: Microsoft Office, Windows and Internet.Languages Spoken Proficiently: English, Arabic & Swahili

VOCATIONAL STUDIES

- Airside safety certification 2015
- Aviation security certification2015
- Ramp safety certification 2015
- Dangerous Goods Handling Cat 8
- ADP training 2012
- Load control 1
- UAE Driving License
- Kuwait driving license
- International Driving Permit

WORK EXPERIENCE

KENYA EMBASSY KUWAIT {TEMPORARY} MAY-2023

- Provide transportation to staff and official visitors ensuring their safe and timely arrival to official appointments
- Undertake daily cleaning and maintenance checks prior and after use of vehicle
- Perform wide range of messaging tasks, deliver mails, supplies on daily basis
- Complete daily vehicle record running sheets of mileage and fuel consumption

HOTTECC ENGINEERING KUWAIT

May 2018 – Feb. 2023

Bus/truck/trailer

driverResponsibilities:

- Worked in KOC oil rig platform preparation
- Skill in coupling and uncoupling trailers, connecting or disconnecting air and electrical lines and load harnessing
- Perform basic maintenance on equipment, fix minor issues to ensure safety and efficiency
- Conduct safety and housekeeping checks to ensure proper practices are observed
- Extensive knowledge of defensive driving techniques and other safe driving strategies
- Operate company vehicles with a capacity of up to forty (40) tons to move materials, tools, equipment, and supplies to and from work locations

Talabat Kuwait {PART TIME}

May 2022 - Nov 2022

Position: Delivery Driver

Responsibilities

- Collecting packages from centralized depot or pick up points
- Plan the quickest route to deliver packages in the shortest time possible
- Verify all products are well packed and correct as per order and crosscheck with customer
- Recording mileage and fuel purchases and maintaining the vehicle clean

UPLANDS DAIRIES LTD. Dec 2016 – May 2018

Sales representative

Responsibilities:

- Generated business throughout the community and built a royal relationship with clients
- Collected and recorded monthly produce records
- Procurement and inventory management
- Planning, organizing and controlling activities involved in milk processing and packing
- Drive truck to deliver products to respective customers and outlets

DNATA (Transguard Contingent Employee)

July 2012 - October 2016

Tow tractor driver (Airside operations)

Responsibilities:

- Managing multiple flights import and export cargo Documentation with ease within a deadline driven environment
- Aircraft offloading and loading while observing safety parameters
- Compliance with the safety rules and regulations within an airport environment
- Use of devices and system to track and trace cargo units
- Equipment's checks of any damages, leaks and FOD prior to start work and end of shift

Transguard Group

Dec2010-June2012

Cargo Assistant

(Emirates SkyCargo]

- Inspect, validate against relevant documentation and count goods at every point of delivery, acceptance, breakdown and build-up ensuring that goods conform to relevant criteria and that they are dispatched / stored in accordance with standard work procedures and principals' requirements.
- Ensure a high degree of customer service, control rates and ensure that safety and security procedures are complied with at all times while handling cargo.
- Perform the process of acceptance, delivery, build up, breakdown, screening and scanning of cargo consignments.
- Operate equipment as required (such as tow tractors/pick up/forklift) for movement of loads. Manually loading/offloading cargo from the ULDs / Aircraft /trucks as appropriate.

BAMBURI CEMENT MOMBASA KENYA

Jan 2010 – Nov 2010

Position: Truck driver

Responsibilities:

- Observe and follow all safety rules, traffic regulations, and operating procedures, including wearing required personal protective equipment and reporting delays or accidents
- Inspect safe loading and offloading and securing of loads
- Tally load while loading and offloading and complete necessary documentation
- Maintain vehicle in clean and safe condition

SIGINON GLOBAL LOGISTICS KENYA

Oct 2007 - Dec 2009

Position: Trailer driver

Responsibilities

- Adjusting, adding, deducting inventory of cardboard boxes, packing material, tape, pallet wrap, Establishing reorder quantities for supplies
- Ensure contents are properly secured inside of truck to prevent breakage or damage and safely and efficiently deliver goods at selected destinations
- Stay on predetermined route and ensure timely deliveries while communicating with dispatch
- Maintain vehicle logs, inspect vehicle of any leaks, check tire pressure or loose connections before starting and moving of the vehicle
- Drive truck/trailer to deliver goods to customers

TOTAL PETROL STATION GITHUNGURI

Position: Assistant service manager

May 2003 – Sept 2007

Responsibilities

- Receive fuel and other products according to order
- Ensuring supplier invoices are processed in a timely and accurate manner, effecting payments to suppliers
- Conduct end of day reconciliation checks and inform management of any queries raised
- Perform usage calculations and request service time and amount for time filing

TUSKYS SUPERMARKET

February 2001 - March 2003

Position: Customer service sales assistant

Responsibilities:

- Managing all retail and online related customer contacts
- Providing quality responses to customer queries
- Giving customers information about company services and products
- Handling difficult and aggressive customers in a professional manner
- Helping customers register online and process their orders

REFERENCES

References and letters of recommendation available upon request