



AMOS M KITUNG'A

Curriculum Vitae

OBJECTIVE

Organized professional committed to providing excellent service to increase customer satisfaction rates and maximize company profits. Proven experience working in the farming, security and transport sectors. Seeking a position in a professionally challenging environment to advance the organization's goals and grow professionally.

PERSONAL DETAILS

Date of Birth: 10/06/1998

Nationality: Kenyan

Gender: Male

Marital Status: Married

Religion: Christian

Languages

- English
- Swahili

CONTACT

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CORE COMPETENCIES &

SKILLS

- Customer Service - Keen on customer satisfaction, & service delivery.
- Outstanding driving record.
- Safety management
- Professionalism

PROFESSIONAL EXPERIENCE

January 2022-Current

Farm Supervisor: *Managing greenhouses and other agricultural production.*

Duties & Responsibilities

- Performing manual labor including planting, fertilizing, weeding, irrigation, and harvesting.
- Managing farming activities and overseeing farmworkers.
- Managing secure storage of harvested vegetables, fruits and grains.
- Inspecting and maintaining farming equipment (water pumps and other farming tools)
- Managing transportation and selling of harvested produce.
- Liaising with clients
- Keeping farming records.

Angels Center of Hope Foundation •Sept,2020-Nov.2021, Machakos, Kenya.

Company Driver (1 Year 3 months)

Duties & Responsibilities

- Provision of transport to assigned destinations to collect supplies and deliver goods and materials.
- Transporting the organization's personnel and guests to various workstations in different parts of the country.
- Daily inspection of all the vehicles to ensure they are in good condition and ensuring the vehicle have the necessary documentation and are kept clean and serviced at all times.
- Ensuring that authorization is obtained for all journeys daily.
- Recording mileage at the beginning and the end of each journey in the log book provided.
- Submitting receipts for all cash spent on fuel and emergency repairs.
- Responsible for security during working hours and goods in transit.

ATTRIBUTES

- Honesty & integrity
- Vigilance with excellent good judgment skills
- Self-driven fast learner
- Excellent team player
- Flexible and able to multi-task
- Attention to detail
- Focused and resourceful
- Detail oriented
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Great organizational skills.
- Warm and friendly
- Well-groomed & physically fit.
- Patient

AVAILABILITY

- Immediately

VOLUNTEER EXPERIENCE

2017 -Current

- Active member of Jitolee Youth Group(A tree planting group).

HOBBIES and INTERESTS

- Socializing.
- Listening to music.
- Sports.
- Community development.

E.C.E supermarket •May.2019-August,2020.Machakos, Kenya.
Night Security Guard (1 year 2 months)

Duties & Responsibilities

- Ensuring the safety of the supermarket by monitoring it overnight.
- Performing periodical security night drills and reporting any incidences of office breakages.
- Preventing theft of products from the supermarket and removal of office property without proper and authorized documentation or damage.
- Screening customers to ensure they do not enter the premises with prohibited items or weapons or leave with unpaid items
- Preventing admittance of unauthorized persons to the supermarket offices/store.
- Checking windows, doors, and entrances to buildings to make certain they are secured.
- Investigating unusual conditions or disturbances.
- Checking the condition of fire hazards and other safety matters.
- Carry out other duties as deployed by the manager.

EDUCATION

2019: Mumbuni Technical Training College. Machakos. Kenya.
Award: Driving Category B-Light Vehicle

2015-2018: Wakaela Secondary School, Machakos, Kenya.
Award Certificate: Kenya Certificate of Secondary Education (KCSE)

2007-2014: Mango Primary School, Machakos, Kenya
Award: Certificate: Kenya Certificate of Primary Education (KCPE)

REFEREES

- Ms. Flora Mueni, Executive Director
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