

CURRICULUM VITAE

PERSONAL DETAILS



Name : Stephen Mwangi Njoroge
Date of Birth : 10th June 1982
Nationality : Kenyan
Gender : Male
Marital status : Married
Religion : Christian
Height : 5'7Ft
Weight : 72Kgs
Telephone : +254 725446045
 : +254 732600990

Passport No : A2503066
Languages : English & Kiswahili
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CAREER OBJECTIVE

- To work in a challenging position in an industry where I can utilize my knowledge, talent and develop a career that will be beneficial to the organization and me

EDUCATIONAL BACKGROUND

2013 June – Dec 2013

Kenya School of Revenue Administration (KESRA)

East Africa Community Freight Forwarding Practicing Certificate (EACFFPC)

Subject Covered

- Customs laws and procedures
- Valuation and rules of origin
- Harmonized systems
- Freight Forwarding Procedures
- Port Clearance
- Basic Management

2001 – 2002

Nairobi Aviation College

Certificate in Computer Studies

Diploma in Clearing and Forwarding

Subject Covered

- Principles of customs declaration
- Customs tariff and cargo classification
- Clearing and forwarding
- Export and import practice
- Marine insurance
- Shipping economics / Practice
- Sales and marketing

1997 – 2000

Kabazi Secondary School

Kenya Certificate of Secondary Education

1989 – 1996

Kabazi Primary School

Kenya Certificate of Primary Education

WORKING EXPERIENCE

2021 December – June 2021

Robiam Cargo Freighters Ltd

Position: Declaration / Port Clerk

Duties & Responsibilities

- Providing updates, and performing all necessary data entry for vehicle imports
- Verification and Clearance of Vehicle imports at Port

2015 April – October 2020

Trade Base Company Ltd

Position: Declaration / Port Clerk

Duties & Responsibilities

- Coordination on all shipments including preparation of all customs / Shipping documentation
- working with shipping line, airlines, freight forwarders and inland carriers
- Providing updates, and performing all necessary data entry.
- Verification of units
- Loading containers
- Warehouse management – Inventory

2012 Sep – February 2015

Kenya Orient Insurance Ltd

Position: Management Officer – Marine & Bonds

Duties & Responsibilities

- Preparation and issuance of Marine Certification to importers
- Bonds application and cancellation at KRA and Border Stations
- Liaising with KRA for outstanding Bond Transactions
- Preparation, Lodgment and follow up of Bonds Execution, Cancellation / Retirement at KRA

2012 April – August 2012

China Overseas Engineering Group Company Ltd

Position: Procurement Assistant Officer

Duties & Responsibilities

- Responding to KRA and Clients correspondences
- Liaison with clearing agents for swift clearance of goods
- Preparation and application of project bonds at insurance companies
- Bonds application and cancellation at KRA and Border Stations
- Warehouse goods management

2005 – 2012 March

Six Continents Freight Logistics Ltd

Position: Port Clerk / Declaration Officer

Duties & Responsibilities

- Opening of new files and records maintenance
- Clearing of cargo at both ICD Embakasi and Airport (JKIA)
- Dealing with shipping lines for delivery order release and container return

2002 June – 2004

International Commodity and Freight Center Ltd

Position: Internship / Industrial Attachment / Messenger

Areas Covered

- Office Etiquette
- Receiving and making phone calls
- Files opening
- Attending the company Errands
- Preparation and compiling of customs documents
- Application and Cancellation of Bonds
- Processing of Delivery order at shipping Lines

HOBBIES

- Adventuring
- Watching movies and documentaries
- Reading Magazines
- Swimming
- Interacting with people

REFEREES

Mr. Peter Maina

Director

Robiam Cargo Freighters

Telephone: 0724101813

Mr. Daniel Lemayian

Operations Manager

Trade Base Company Ltd

Telephone: 0710689355

Mr. Peter Kabuga

Human Resource Officer

Kenya Orient Insurance Ltd

Telephone: 0719042000