

CURRICULUM VITAE

BIO DATA

NAME : ANTHONY MUNYIRI KIARA
DATE OF BIRTH : 20TH JUNE 1975
GENDER : MALE
ID NUMBER : 13884550
MARITAL STATUS : MARRIED
RELIGION : CHRISTIAN
NATIONALITY : KENYAN
LANGUAGES : ENGLISH AND KISWAHILI
MOBILE NUMBER : 0727310530/ 0786 367 320
POSTAL ADDRESS : P.O. BOX 12631- 00400, NAIROBI, KENYA.

CAREER OBJECTIVES

To work under any challenging environment and use my knowledge, skills and creativity to the best of my ability to provide quality service to my seniors, juniors and the general environment for the benefit of all.

PROFILE

- High personal integrity, confident and persuasive team builder, able to motivate team players to achieve quality-timely results.
- Teachable, fast learner and committed to excellence
- Flexible and accommodative to new ideas.
- Responsible and efficient with productive work habit in a demanding environment without supervision.

ACADEMIC BACKGROUND.

1998-2001 : BURUBURU INSTITUTE OF FINE ARTS
Diploma in Fine Arts

1993-1996 : KAHETI HIGH SCHOOL
Kenya Certificate of Secondary Education

1984-1992 : KIAMWANGI PRIMARY SCHOOL
Kenya Certificate of Primary Education

OTHER PROFESSIONAL SKILLS

1998 (Three month): ROYAL DRIVING SCHOOL
Obtained a Driving License

WORKING EXPERIENCE

2016 up to date : **OLE SAINTS LIMITED COMPANY**
Worked in Clearing and Forwarding

Duties and responsibilities.

- Delivery of products.
- Ordering containers as well as conducting research into freight costs.
- Request for proforma invoices from overseas suppliers.
- Processing of overseas purchase orders.
- Placing of orders with suppliers from overseas.
- Processing of payments for suppliers.
- Tracking of incoming shipments.
- Filing and keeping records of all imports documents.
- Export documents preparation when requested by clients.

2009-2014 : **IMAGE INTERNATIONAL LOGISTICS**
Worked in warehousing and shipping Department

Duties and responsibilities.

- Responsible for the clients and resources.
- Loading and unloading trucks, picking orders and completing housekeeping.
- Selecting, orienting, training, assigning and scheduling employees.
- Communicating job expectations; planning and monitoring.
- Providing annual budget information; monitoring expenditures.

2005-2008 : **STREETWISE LIMITED**
Worked in Wall Branding and Vehicle branding Department.

Duties and responsibilities.

- Applying full vehicle wraps, interior vinyl graphics, and exterior piece work vinyl graphics to vehicles ensuring accuracy, quality of work, and timely application.
- Training others in full vehicle wraps.
- Cutting and preparing graphics.
- Performing weeding and pre-spacing.
- Select colors, images, text style, and layout
- Present the design to clients or the art director
- Incorporate changes recommended by the clients into the final design.

2003-2004 : **WISELINKS LIMITED**
Worked as a Graphic Designer and Field Manager

Duties and responsibilities.

- Meet with clients or the art director to determine the scope of a project
- Advise clients on strategies to reach a particular audience

- Determine the message the design should portray
- Create images that identify a product or convey a message
- Develop graphics for product illustrations, logos, and websites
- Select colors, images, text style, and layout
- Present the design to clients or the art director
- Incorporate changes recommended by the clients into the final design
- Review designs for errors before printing or publishing them
- General supervision of the project

2002 : WORKED AS A TAXI DRIVER

Duties and responsibilities.

- Drive people from one place to another in a taxi cab.
- Figure out where passengers are going.
- Ask for directions or determine directions on GPS.
- Vacuum and clean interior of cab.
- Take payments.
- Pick up people at their request.
- Perform errands for customers.

INTERESTS AND HOBBIES

- Travelling,
- Sharing ideas with different people
- Watching football
- Reading inspirational articles
- Making friends
- Swimming
- Driving

REFEREES

1. LYDIAH W. NJOROGE
Business
Nairobi-Kenya
Contact: 0722 333 553
2. WILSON NGARI
Business
Nairobi-Kenya
Contact: 0726 600 658
3. EUTICUS KIHURIA
Business
Nairobi-Kenya
Contact: 0723 718 011