**Geoffrey Kanyuiri Mwangi,**

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**CAREER PROFILE SUMMARY**

I have a background in Transport and Logistics and I am passionate about Logistics, customer service, warehousing and sales. I also value integrity. I have experience in logistics and fleet management which I acquired while I was working at Getboda Technology as the Operations Manager, a delivery associate at Jumia Kenya and a sales representative at Rembo boom collection. My strengths and skills can be summarized in my ability to work without supervision, excellent leadership and management skills, ability to multitask, Business development, sales and marketing amongst others.

**EDUCATION BACKGROUND**

* **Diploma in Business Admin & Management** - Kenyatta University; 2015-2018
* **Certificate in Business Management** - Nibs Technical College; 2013-2014
* **Certificate in computer packages** – Pettans driving and computer college; May - June 2012
* **Kenya Certificate of Secondary Education** - Murichu Secondary School; 2009-2012

**KEY SKILLS AND COMPETENCIES**

* **Logistics management:** I have extensive experience in managing integrated logistics support programs that exceed productivity goals**.**
* **Strategic Sighted:** Capable of coming up with strategies that will drive the firm towards achieving its set goals and objectives
* **Leadership skills:** I have gained skills in leadership since I have been a leader since primary school all the way to campus. Therefore, this experience has contributed a lot since I am now an organized and goal oriented leader.
* **Risk management skills**: I am bold when it comes to mitigating risks. When a potential negative effects are expected, am always ready to take a reasonable action. Am skilled in creating strategies to curb the risk and determine its level of influence as far as the general firm is concerned.
* **Creative and Logical thinking:** Ability to proactively think ahead of the curve, criticize appropriately and come up with possible solutions.
* **Good interpersonal and communication skills:** Acquired knowledge and skills when it comes to interacting with both the social and the business world.
* **Detail oriented:** I value accuracy and ensure every all duty I undertake pays close attention to details and captures all the valuable data.

**PROFESSIONAL EXPERIENCE**

**Operations Manager, Getboda Technology (K) LTD- July 2019 – Date**

**Duties and Responsibilities:**

* Review and develop administrative policies, procedures, and systems for the efficiency of the operations.
* Staff coaching and quality control.
* Effective management of the departmental budget.
* Supervision and development of the staff.
* Develop, formulate and implement financial and business strategies and initiatives in line with the company’s mission and vision.
* Coordinate and supervise acquisition and management of office support services such as catering, IT operations, front office services, courier and document processing.
* Ensuring company policies and guidelines are adhered to properly.
* Staff performance appraisals.
* Constantly reviewing company’s financial, budgetary and production goals
* Resolving staff conflicts.
* Motivating employees through promotions and bonuses.
* Speaking to the clients on behalf of the company and preserving customer relationships.
* Working with employees to create career goals and a plan to attain them.
* Generally, lead the organization to success.
* Ensuring company’s products and services are fulfilling customer needs.

**Riders Manager, Getboda Technology February January 2018 – June 2019**

**Duties and Responsibilities:**

* Ensuring all the riders are at work on time and their bikes fueled.
* Monitor and maintain fraud control programs and procedures.
* Merchant set up.
* Checking and forwarding all E.O.D reports to the clients and the CEO.
* Training of new and existing staff/ riders on our logistics app.
* Escalation of all systems downtime, link fluctuations to our tech resource for steady resolution.
* General oversight of work executed by staff on shift and confirmation of the same on their daily handover sheets.
* Checking and confirming that all assigned tasks to Riders on shift have been done and the check list appropriately marked.
* Generating Weekly/Monthly performance reports for team.

**Sales Representative**

**Rembo Boom Collection; February 2017 – December 2017**

**Duties and Responsibilities**

* Meeting or exceeding sales goals for shoes and handbags
* Obtaining deposits and balance of payments from clients
* Maintaining client records by preparing both weekly and monthly records
* Controlling all the stock
* Enhancing our brand through social media and referral marketing, from group of friends to friends of friends and eventually to the unknown clients.

**OTHER PAST EXPERIENCES**

* **Presiding Officer; IEBC; May and Oct 2017;** I was tasked with overseeing the overall process of the general elections by ensuring free and fair elections, ensuring security of the ballot papers, spearheading the votes counting process and announcing results of each position for that particular polling station.

**OTHER AWARDS**

* Certificate of participation: Christian Fellowship Leadership Training 2012
* Certificate of Leadership: Preachers Church of God Prayer secretary 2019
* NTSA Valid Driving License

**INTERESTS**

Reading and Networking.

* Working in a multicultural organization/function.
* Learning and utilizing new techniques.

**REFEREES**

**Catherine Kamau**

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