

Flavian Mutunga Muia

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About Me

A skilled and experienced driver with a clean driving record and a strong commitment to safety. Seeking a driver position where I can utilize my excellent driving skills and provide exceptional customer service.

Skills

- Excellent navigation and map reading skills including Google maps
- Knowledge of local and regional traffic regulations.
- Computer skills.
- Time Management
- Customer Service
- Problem-Solving

Languages

- English
- Swahili
- Kamba

Employment History

Driver (July 2018 - May 2024)

Waki clearing and forwarding agents

- Safe and timely goods delivery to various destinations, including over long distances.
- Transported staff members and guests to and from various destinations while ensuring their comfort and safety during transit.
- Ensured the vehicle had the necessary tools and equipment.
- Bank payment, mail collection, and delivery
- Performed duties as may be reasonably required by the company.
- Ensured cleanliness, safety and security of the Company's vehicles.
- Adhered to all traffic laws and regulations.
- Kept accurate records of vehicle mileage, fuel consumption, and repair details
- Conducted regular maintenance checks on tire pressure, oil, and coolant levels.
- Reported any faults and made sure the vehicle went through regular professional servicing
- Did minor repairs like changing bulbs e.g. headlights, brake lights, and turn signals.
- Reported delays due to road conditions, accidents, or breakdowns to management.

Storekeeper/Driver (Feb 2015 - June 2018)

Waki clearing and forwarding agents ltd

- Maintain accurate records of inventory levels
- Maintain the outlook of the store by dusting, cleaning, and restocking merchandise on the shelves
- Maintain accurate records of all transactions, including receipts, issues, and returns.
- Label and store items properly for easy retrieval.
- Supervise vehicles loading and offloading of goods while adhering to safety protocols
- Ensuring drivers have required documents like deliveries and invoices.
- Process and fulfill requisitions from departments or customers.
- Monitor inventory levels and generate purchase orders for replenishment.
- Coordinate with drivers to ensure that deliveries and pick-ups are scheduled and executed smoothly

Referees

- Mrs. Nipher Khasambi

Operation Manager

Waki Clearing and

Forwarding Agents Ltd

Tel. 0720660019

Email:

mombasa@wakiclearing.com

- Mr. Brian Daudi

Declaration Clerk

Africa Global Logistics

Ltd

Tel. 0729034373

Email:

brian.daudi@yahoo.com

- Mrs. Mercy Njeri.

Insurance analyst

Timbari Insurance

Tel. 0715308199

Email:

mercy.njr@gmail.com

Customs Agent (Feb 2012 - Feb 2015)

Waki Clearing and Forwarding Agents Ltd

- Prepare and process import documentation.
- Submit customs declarations and related documents.
- Liaise with customs officials to clear shipments.
- Address issues related to customs clearance.
- Prepare shipping documents and ensure compliance with regulations.
- Coordinate transportation of goods with carriers and freight forwarders.
- Communicate with clients regarding shipment progress and issues.
- Ensure all documentation is accurate and complies with regulations.
- Handle documentation discrepancies and resolve issues promptly.
- Maintain detailed records of shipments and documentation.

Customs Agent (Jan 2011 - Jan 2012)

Rapid Kate Services (Intern)

- Customs clearing and forwarding procedures
- Clearing and forwarding fieldwork
- Bank payments for customs documents
- Customs documentation.

Education

Driving License: Class B, C, E, D1

Impala Driving School

May 2017 - June 2017

Certificate: Computer literacy

Vision Computer College

Nov 2011 - Dec 2011

Diploma: Clearing and forwarding shipping management

Trans-Eastern Airlines Aviation College

Jan 2010 – Nov 2011

Certificate: Kenya Certificate of Secondary Education

Kyanguli Secondary School

Feb 2006 - Nov 2009