**NYABUTO ONTITA PAMINASH**

**ADDRESS: 1841-40200, KISII - KENYA**

**CELL: +254715177662 / +254762309900**

**EMAIL: paminashn@gmail.com**

I am a graduate with Bachelors of Arts in Social Work. A well – presented and efficient social worker offer with the ability to interact and maintain poise, tolerance and professionalism with all levels of stakeholders. I hope to work in an environment where I can gain strong practical experience with challenge while also ensuring that customers feel valued and appreciated at all levels. I.e. Customer service experience, Security experience, Administration experience, Warehousing experience, housekeeping experience and HIV Testing service experience

**KEY SKILLS**

Proven success in dealing directly with customers through face to face and telephone

* Able to respond promptly to customers inquiries and handle customer complaints
* Able to evaluate verbal and written communication and interpersonal skills
* Good listening and a problem solver
* Leadership Skills
* Team-building and teamwork skills are essential for an entrepreneur in today's workplace
* General Management skills which involve directing and controlling a group of one or more people for the purpose of coordinating activities that will accomplish a goal.
* Time Management skills
* Negotiation skills where Formal negotiation is a skill that can be learned through experience and practice.
* Strategic planning skills which is a key to know how to project your company's future performance.

**PERSONAL DETAILS**

Date of birth: 26th February1996

Sex: Male

Marital status: Single

**WORK EXPERIENCE**

**CFAO Mobility Kenya (Dt. Dobie, 01/04/2024 – Present)**

1. **Warehouse Assistant 2. Forklift operator**

**Responsibilities:**

-Reliever for warehouse supervisor

-Familiar with car/truck parts e.g., Hino truck, SINO truck, Mercedes Benz, VW parts, Suzuki, Toyota parts etc.

-Offload consignments delivered by clearing agents in a timely manner as per CFAO MOTORS guidelines;

-Check receipts from suppliers against the supplier packing lists / delivery notes to ensure information on both the receipt and the packing lists correspond;

-Sort parts from boxes to binning trolleys according to the storage zones to ensure conformity with the CFAO MOTORS binning guidelines;

-Raise spare parts miss packing reports (S.M.R.) to reconcile variance as a result of miss packing;

-Raise insurance claims on parts discovered damaged;

-Raise claims for parts received with discrepancy i.e., excess and shortages (Goods Received Discrepancy Reports);

-Resolve customer complaints in a timely manner to ensure high customer retention and satisfaction;

-Participate in mid and end year stock takes to identify variances, conduct investigations on variances;

-Supporting parts sales team to maximiser their sales;

-Conduct perpetual stock counts on the allocated days;

-Process returns stock transfer orders from branches to reconcile any variance;

-Carry out daily safety patrols at the CRD and implement actions to correct any risky situations;

-Monitor ageing of return stock transfer orders in SAP and take action to prevent obsolescence;

**CFAO Mobility Kenya Central Parts Depot (CFAO Motors)(17/5/2021 – 31/03/2024)**

**1.Warehouse Assistant 2. Forklift operator**

**Responsibilities:**

-Reliever for warehouse supervisor

--Accurate receipt of parts packages from suppliers.

-Familiar with car/truck parts e.g., Hino truck, Sino truck etc.

-Ensure parts dispatched are of the right quantity, in good condition, well packed and labeled.

-Offloading of consignments from trucks using a forklift

-Prepare accurate monthly reports on stocks to assist management in decision making on areas of improvement.

-Auditing and processing of documents using the SAP.

-Monitor ageing of stock transfer orders in SAP in order to take timely corrective action.

-Timely unpacking of parts and accurate verification of quantities using scanners

-Sorting of parts from boxes to binning trolleys according to the storage Zones

-Binning of parts from zone trolleys to their respective bin locations using a scanner

-Picking of parts from bin locations as per picking labels

-Sorting picked parts according to destination, in readiness for dispatch

-Adhere to warehouse TSM Standards, Warehouse Policies and Procedures

-Participating in perpetual and annual stock counts

-Full participation in performance reviews, giving sincere and honest personal -recommendation for development areas

-I have also trained in Microsoft office suite.

**CFAO Mobility Kenya Central Parts Depot (Toyota Kenya)Under KK-security as a Warehouse Technician (8/2017 – 5/2021)**

**Responsibilities:**

-Accurate receipt of parts packages from suppliers

-Auditing and processing of documents using the SAP.

-Timely unpacking of parts and accurate verification of quantities using scanners

-Sorting of parts from boxes to binning trolleys according to the storage Zones

-Binning of parts from zone trolleys to their respective bin locations

-Picking of parts from bin locations as per picking labels

-Sorting picked parts according to destination, in readiness for dispatch

-Adhere to warehouse TSM Standards, Warehouse Policies and Procedures

-Participating in perpetual and annual stock counts

-Full participation in performance reviews, giving sincere and honest personal recommendation for development areas

-I have also trained in Microsoft office suite.

**CFAO Mobility Kenya Head Office (Toyota Kenya) Under KK-security as a Cleaner (6/2017-7/2017)**

**Responsibilities:**

Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.), Performing and documenting routine inspection and maintenance activities and carry out heavy cleaning tasks and special projects

**Pioneer Community Development Center as HTS Counselor (Volunteer, 5/2017)**

**Responsibilities:**

- Ensure quality HIV Testing Services (HTS) are provided as per the National Algorithm

- Creating awareness and provide education about the existence of HIV testing services

-Provision of HIV testing services

-Support the M&E framework (Maintenance of HTS registers, wall charts) to ensure accurate data entry and timely reporting

-Ensure monthly forecasting, quantification and reporting of Rapid Test Kits (RTKs) and -HIV self-testing kits is done according to the guidelines and raise a 1-month early warning alert for expected RTK shortage.

-Linkage of HIV positive KP to care and treatment

-Provision of counselling to the positive living clients

**EDUCATIONAL EXPERIENCE**

St. Paul’s University: 2018-2020 : Bachelor of Arts in social work

Responsibilities: Class Representative

Kisii University : 2015-2017 : Diploma in Social Work & Community Development

Kisii University : 2015-2015 : Certificate in Social Work & Community Development

Gusii Highlights High School: 2011-2014: Kenya Certificate of Secondary Education (K.C.S.E)

Eronge Adventist Primary School: 2000-2010: Kenya Certificate of Primary Education (K.C.P.E)

**CERTIFICATIONS**

Forklift Operator Training Course

2021 National Skills Contest Parts Stores Category

Bachelor of Arts in social work

Diploma in Social Work & Community Development

Certificate in Social Work & Community Development

Kenya Certificate of Primary Education (K.C.P.E)

Kenya Certificate of Secondary Education (K.C.S.E)

HIV Testing Services (NASCOP).

Computer Fundamentals

District Scouts- Inter-Patrol Camping Competition Certificate

Provincial Scouts- Inter-Patrol Camping Competition Certificate

**REFERENCES**

Please feel free to contact the under mentioned in regards to my competence, work ethic and performance

1. Mrs. Carolyn Rapando Temoi 3. Gabriel Munyao

Dean of Social Sciences CFAO Motors Kenya,

St. Paul’s University Warehouse Technician

P.O. BOX 00217 P.O BOX 3391-00506

Limuru. Nairobi.

+254710845161 Email: gmunyao@cfao.com

Email: [crapando@spu.ac.ke](mailto:crapando@spu.ac.ke) +254797367795

1. Josephine Mwende

CFAO Motors Kenya

Parts procurement Manager

P.O. BOX 3391-00506

Nairobi.

+254725928021

Email: jmwende@gmail.com