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# CURRICULUM VITAE

**Patrick Manda Kimeu**

## P O Box 10674 00200 NAIROBI KENYA

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### Personal information

Gender: Male

Marital status Married

Nationality: Kenyan

Languages: English and Swahili

Date of Birth 03rd Sep1986

**Career objectives and ambitions**

To work in a dynamic and challenging environment, and participate as a team member towards growth of an Organization and people as set out in company’s vision and mission statements, while enhancing Professionalism and ensuring statutory and company policy compliance, using skills and knowledge gained through formal Education, innovation, personal development and on Job training.

### Capabilities and core competences

* High Integrity and excellent Interpersonal skills
* Good Team Player and Leader
* Staff and operations management skills
* Strong analytical and problem solving skills
* Good project Management skills
* Knowledge in Modified Basic Life Support (MBLS/Basic First Aid), Aviation Security

 (AVSEC), Dangerous Goods (DGRS), Crew Resource Management (CRM) and in flight

 and customer services on board Aircraft.

* Ethically Honest
* Goal oriented
* Excellent written and Good communication/presentation skills
* Very organized, Competent, and Eloquent
* Ability to Champion and Execute Positive Change
* High Positive influencing power
* High proficiency in PC skills –Microsoft Excel, Power point, Word.
* Focus on improvement of systems ad processes .

### Education

* Bachelor of Business Administration (Finance and Accounting) Kenya

 Methodist University- Nairobi Kenya (2013)

* Diploma in Business Management – Kenya Methodist University- Nairobi Kenya (2010)

 KATC Part one- KASNEB (2007)

* Certificate in Airline Cabin Crew – Kenya Airways Limited- Nairobi Kenya (2014)
* Kenya Certificate of Secondary Education – Mumbuni Boys High School (2005)
* Proficiency in MS-word, MS-excel, windows and outlook.
* Accounting and credit Management skills.
* Oracle finance module

### Experience

### Aug 2020 to Oct 2023: Taxi Services (SELF)

### Picking up and dropping passengers

### Taking the fastest and safest route possible

### Helping customers to load and offload

### Calculating the correct fare and refund the change

### Keeping the vehicle clean and in good condition

**Jan 2017 to July 2020: Flight Attendant; Kenya Airways Limited- Kenya**

* My primary duty is to ensure the safety and comfort of passengers during a flight.
* Attend pre flight briefings on details of the flight
* Ensure that adequate supplies of refreshments and emergency equipment are on

 Board

* Ensure the cabin is clean up to the required standards
* Demonstrate the use of safety and emergency equipment
* Ensure that all passengers have seatbelts fastened and ensure other safety

 requirements are met

* Serve beverages, meals and snacks on board
* Sell duty free items on board
* Take care of passengers needs, particularly those with special needs
* Reassure passengers during flight, such as when the aircraft hits turbulence
* Administer first aid to passengers or coordinate first aid efforts, when needed
* Direct passengers accordingly in case of emergency

### Achievements

* I have been acknowledged for job well done in several flights and received

 letters of commendation from my managers

* + I have handled several emergency procedures on board, a lot of which

 included fainting guests, and which together with my colleagues handled

 successfully

* + We have restrained passengers successfully on several flights, handed

 them over to the security upon landing

* + I have operated flights to all Kenya Airways destinations and successfully,

 therefore I am familiar with different human cultures and beliefs across the

 globe.

### Aug 2015 to Feb 2016: Warehouse Coordinator; Win Team Intl Ltd- Kenya

* Liaising with Key account customers, suppliers and transport companies in order

 to maintain a good relationship and ensure their expectations are met and

 exceeded.

* Prospecting and profiling for new business
* Planning, coordinating and monitoring the receipt, order assembly and dispatch of

 Goods

* Using space and mechanical handling equipment efficiently and making sure

 quality, budgetary targets and environmental objectives are met

* Having a clear understanding of the company's policies and vision and how the

 warehouse contributes to these

* Coordinating the use of automated and computerized systems where necessary
* Responding to and dealing with customer communication by email and telephone
* Keeping stock control systems up to date and making sure inventories are

 Accurate

* Planning future capacity requirements
* Motivating, organizing and encouraging teamwork within the workforce to ensure

 productivity targets are met or exceeded

* Producing regular reports and statistics on a daily, weekly and monthly basis
* Briefing team leaders on a daily basis
* Visiting customers to monitor the quality of service they are receiving
* Maintaining standards of health and safety, hygiene and security in the work

 environment, for example, ensuring that stock such as chemicals and food are

 stored safely

* Overseeing planned maintenance of vehicles, machinery and equipment.

### Achievements:

* Reduction of Warehouse Transport costs by over 15% on volume basis by

 changing the charging method, delivery cycle and by maximizing truck loads that

 previously were underutilized.

* Introduced a more flexible work arrangement, shift changes helping to improve

 throughout while reducing operational costs.

* Provided a strong result in annual Stock take both at Warehouse and off site

 facilities by ensuring planning, training and site performance were conducted

 accurately and consistently.

### May 2012 To Dec 2015: Business Man; Mpesa Agent and Barber outlet

* Register M-PESA Customers.
* Deposit cash into registered customers M-PESA accounts
* Process cash withdrawals for registered M-PESA customers
* Process cash withdrawals for non-registered M-PESA customers
* Customer Education
* Compliance with Safaricom business practices
* Branding of their outlets as per provided guidelines
* Cut, trim, and shape hair into desired style.
* Utilize clippers, combs, rushes, scissors, and blow-out guns to style and cut hair.
* Shape hair on temple and neck.

### Jan 2011 to Mar 2012: Accounts assistant; Kenya airways Limited Finance department – Credit Control Division

* Preparing, analyzing and Compiling monthly Debtors financial reports for

 management purposes,

* Ensure financial records are maintained in compliance with Company/Credit management policies and procedures
* Ensure that all financial reporting deadlines are met
* Preparation of accurate and timely monthly, quarterly and end year reports.
* Resolving accounting discrepancies and irregularities
* Preparing staff debt invoices
* Performing cross currency adjustments
* Debt collection and allocation of payments
* Allocating credit card and Visa Sales

### Achievements:

* Reduced Kenya airways limited unallocated cash back log by 60%
* Maintained a strong relationship with outstation colleagues hence improving on

 time performance.

* Helped reduce Kenya airways outstanding debts to a Manageable and acceptable

 limits

### Feb 2008 to Mar 2008 Assistant supplies officer - Kenya airways Limited, Nairobi Kenya - supply chain Division

* Preparation, submission and accounting of all Cabin accessories six hours before

 takeoff.

* Daily Data update of all issues and receipts
* Preparation and submission of a weekly report for all receipts and issues.
* Safe handling and protection of all items on stock.

### Reference

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