

# GEOFFREY NEHEMIAH OTIENO

Personal Details	<p>Address: P.O. Box 426-40610 Yala, Kenya</p> <p>Phone: 0799244847/0733317463</p> <p>Email: otigef@yahoo.com</p> <p>Personal Status: Married</p> <p>Nationality: Kenyan</p> <p>Date of Birth: 18/02/1990</p> <p>Gender: Male</p> <p>Languages: English, Swahili</p>						
Personal Summary	<p>An adaptable, conscientious and enthusiastic officer who is also hardworking and motivated with a passion for a career in administration, clearing, transport and logistics. Motivated, confident, keen to learn and with strong attention to detail as well as having excellent inter-personal skills. Possessing a "can do" attitude and willingness to take on routine but essential tasks.</p> <p>Now looking for a suitable position that offers lots of opportunity for career development and also makes best use of my existing skills and experience.</p>						
Career Objective	<p>Highly motivated and able to actively participate in achievement of the organization's mission and vision. Ready to administer well organized strategic efforts with combined team work for the realization of set objectives and the advancement of the company.</p>						
Academic Qualifications	<p>Diploma in Business Administration Kenya National Examination Council (KNEC) 2010-2012 CREDIT</p> <p>Kenya Certificate of Secondary Education (KCSE) Ulumbi Secondary School 2005-2008 C MINUS</p> <p>Kenya Certificate of Primary Education (KCPE) Ulumbi Secondary School 1997-2004 B</p>						
Professional Development	<p>Accounting Package (SAGE)-Residential Computer Training College</p> <p>Driving License-Class B, C &amp; E</p>						
Key Skills and Competencies	<p>Well presented, articulate and a good communicator.</p> <p>Excellent telephone manner</p> <p>Able to work effectively in a fast busy office and under pressure.</p> <hr/> <p><b>Office Skills</b></p> <table> <tr> <td>Office procedures</td><td>Customer service</td></tr> <tr> <td>IT skills</td><td>Diary management</td></tr> <tr> <td>Data management</td><td>Filing</td></tr> </table>	Office procedures	Customer service	IT skills	Diary management	Data management	Filing
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Professional Experience	<p><b>Unilever Tea, Kenya, Chagaik Factory, Kericho</b></p> <p>Attachment, September 2011 to December 2011</p> <p>Handled multifaceted clerical tasks (e.g., data entry, filing and records management) as the assistant to the registrar and admissions offices. Trained on:-</p> <p>Job costing</p> <p>Store issues system</p> <p>Tea manufacturing process for basic application</p>						

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	<p>General office work and SHEQ management Office administration work Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.</p> <p><b>Highlights:</b> Communicated effectively with multiple departments to plan meetings and induction for new employees on health and safety as well as quality issues as stipulated by the company. Highly involved in the SHEQ data entry process to facilitate accurate analysis hence making reliable and valid decisions. Provided timely, courteous and knowledgeable response to information requests, hence effective and efficient clerical work Developed innovative SHEQ documentation and PowerPoint presentation used by the Office of Admissions. Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.</p>
Employment History	<p><b>Team leader</b> <b>Petro Oil Kenya Limited</b> May 2013 – Aug 2015 <i>Position; team leader</i> <i>Responsibilities</i> Ensure effective customer service advise new customers on the company’s products prices handling of customers queries deputize the supervisor/manager <b>ON JOB TRAINING</b> Various report preparation that is cash analysis report, daily sales report, credit report, Daily lubricant report, shortages breakdown. Daily loss summary Lubricant movement and sales control report.</p> <p><b>HIGHLIGHTS</b> Entrusted with data entry i.e. the various daily sales Communicate daily meter reading to the respective department, hence effective report delivery and communication. Daily report delivery to the accounts department <b>Declaration Officer</b> Sept 2015-Nov 2017 <b>CONVOY CARGO LOGISTICS</b> ✓ keep and maintain in proper state and condition all the registers, books of accounts, vouchers, receipts, advices, invoices/bills and all other records, papers and documents as may be required for properly and efficiently transacting the Company's said business in terms of the Agreement and maintaining proper record of the same.</p>

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- ✓ Ensure field Clerks have all required documents for clearance of cargo at KPA,CFS and with all Government Agencies ie KRA,KEBS etc.
- ✓ Assist to sort out tariff Dispute with customs officers during clearance and giving clarification of the same
- ✓ Declaration of goods in ICMS, SINGLE WINDOW SYSTEM (KENTRADE)
- ✓ Follow up cargo clearance at the CFS's.
- ✓ Vehicle registration with NTSA (TIMS) system.

### **Team Leader Operations**

**Nov 2017-Jan 2020**

**Hurricane Express k ltd**

- ✓ Ensure compliance with all government Agencies in clearance of used motor vehicles, ie KEBS, Kenya nuclear regulatory authority and KRA.
- ✓ Declaration of all motor vehicles and presenting E slips for payment by client.
- ✓ Collection of import documents from clients, ensuring proper endorsements.
- ✓ Preparing of payments vouchers
- ✓ Receiving making payments to respective government agencies, port charges, and any other payments for clearance purposes
- ✓ Ensuring timely delivery to the clients showroom, All cleared motor vehicle from various (CFS) clearing and forwarding stations in Mombasa.
- ✓ Ensure all delivery orders from respective shipping lines are collected and presented to the Clearing and forwarding Station for clearance purposes.

### **Operations supervisor( Freelance)**

**Jan 2020 to date**

- ✓ Manage the Administration requirements on tax exemption and compliance in accordance to various government Agencies.
- ✓ Client relationship management through regular visits.
- ✓ Making sure through timely documentation and clearance, cargo are delivered on time, and containers are returned at respective depots.
- ✓ Ensure timely refund of all payments including container deposits for continuity in the running of business with the respective shipping lines.
- ✓ Act as the first in line in solving clients complain and queries regarding, cargo positions and delivery time.
- ✓ Ensure timely payments of all charges including; shipping, port and cfs charges.
- ✓ Verify all duties pending submission on KRA ICMS system before, they are submitted for payments to make sure they are correct and the declaration are correctly made.

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Hobbies	Listening to gospel music Watching movies Playing football
Community Involvement	Attending HIV seminars to learn about prevention and eradication of the disease. Attending Self Help Groups (SHGs) seminar to encourage teamwork and reduce poverty.
Referees	<p>Mr. James Bill Ouda Directorate of Research, Extension and Linkages Masinde Muliro University of Science and Technology P.O. Box 190-50100, Kakamega, Kenya. Cell No. 0722 882 026 or 0771 698 900 Email: <a href="mailto:jmsbillouda@gmail.com">jmsbillouda@gmail.com</a></p> <p>Mr. Robert Owuor Territory Manager Total Kenya PLC P.O. Box 58567-00200, Nairobi, Kenya Cell No. 0722 649 699 or 0732 649 699 Email: <a href="mailto:robertowuor@gmail.com">robertowuor@gmail.com</a></p> <p>Mr. Jonathan Daniel Omollo Chief Accountant ,Bollore Logistics Mombasa, Kenya. Cell No. 0712870210, 0738511339 Email: <a href="mailto:jonathandanielomollo@gmail.com">jonathandanielomollo@gmail.com</a></p>