
FREDRICK KIMUTAI

PROFILE

OBJECTIVES

A motivated and dedicated individual seeking work in an organization with opportunities for me to take challenges, utilize my knowledge and skills to attain organizational goals and become a leading professional.

CONTACT

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+353 851 970 426

Trimbleston , Roebuck

Goatstown Road

ACTIVITIES AND INTERESTS

Theater • Environmental conservation • Art • Hiking • Track and Field Running • Travel

EDUCATION

Bsc Hons Computer Science

Dublin Business School

High school Diploma

St Joseph's Boys High School -
Kitale

Certifications:

MANUAL HANDLING-Future Proof
training

HACCP- Future Proof Training
Chemical Safety HSe

EXPERIENCE

KITCHEN PORTER & Waiter (Noel Agency The Oireachtas) January 2024-March 02

Washing dishes, pots, pans, and utensils in a timely manner to ensure smooth operations in the kitchen.

- Maintaining cleanliness and sanitation of work surfaces, floors, walls, and equipment by following hygiene protocols.
- Emptying trash and taking out garbage regularly.
- Deep cleaning fridges, freezers, and storage areas to maintain hygiene standards.

Food Preparation (Basic):

- Assisting chefs with simple food preparation tasks, such as washing, peeling, and chopping vegetables.

Organization and Maintenance:

- Unloading and stocking deliveries of food and supplies in designated areas.
- Keeping storage areas organized and maintaining proper inventory levels.
- Assisting with setting up and breaking down workstations at the beginning and end of shifts.

Additional Responsibilities:

- Reporting any broken equipment, spills, or safety hazards to the appropriate personnel.
- Following all safety regulations and hygiene protocols in the kitchen.

Maintaining a positive and professional attitude while working in a fast-paced environment

WAREHOUSE OPERATIVE (TULIN STORES AND SUPERMARKETS) NOVEMBER 2022-JUNE 2023

- Unload deliveries from trucks and vans, using hand tools.
- Verify goods against packing slips, checking for accuracy, quantity, and damage.
- Scan barcodes to update inventory management systems.
- Report discrepancies or damage to supervisors.
- Picked and packed high-volume orders consistently exceeding warehouse performance target.
- Cleaned and tidied work areas to meet inspection requirement.
- Recorded sales agreement with accurate customer information for reliable record.
- Conducting stock checks and cycle counts

JANUARY-FEBRUARY 2024: NOEL AGENCY

Sales Bartending Experience (Aviva Stadium -

- Thrived in a fast-paced environment, efficiently handling high customer volume during events and peak hours.
- Ensured impeccable cleanliness and organization, maintaining the bar area to high hygiene standards throughout shifts.

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- **Mastered active listening and order accuracy**, consistently delivering drinks tailored to customer preferences, exceeding expectations.
- **Developed strong product knowledge**, offering informed recommendations that increased sales and customer satisfaction.
- **Demonstrated effective multitasking**, juggling order taking, preparation, payment processing, and maintaining cleanliness effortlessly.
- **Showcased responsible cash handling**, ensuring accurate transactions and financial integrity while managing multiple orders.
- **Collaborated effectively with colleagues**, contributing to a smooth operation and positive work environment.

JUNE 2023 TO DECEMBER 2023: GENERAL/WAREHOUSE OPERATIVE

(ITEN DISTRIBUTORS WHOLESALERS)

- **Order Fulfilment:** Picked and prepared items for shipment accurately and efficiently.
- **Packaging and Labelling:** Packaged products securely and labelled packages correctly.
- **Quality Control:** Inspected products for defects before shipment.
- **Shipping and Receiving:** Received and organized incoming shipments, prepared outgoing shipments.
- **Health and Safety Compliance:** Adhered to safety regulations, used PPE, followed safe lifting practices.
- **Equipment Operation:** Operated forklifts and pallet jacks safely and efficiently.
- **Organization and Cleanliness:** Maintained a clean and organized warehouse environment.
- **Communication:** Liaised with team members and supervisors to coordinate tasks.
- **Problem Solving:** Addressed inventory and shipment discrepancies promptly.
- **Teamwork:** Collaborated with colleagues to achieve goals.

JANUARY 2023 TO DECEMBER 2023: TULIN TRUCKING AND LOGISTICS LLC, TENNESSEE UNITED STATES

- Developed and implemented routines and timetables for truck servicing, ensuring regular maintenance and minimizing downtime.
- Served as the primary point of contact for internal and external stakeholders.
- Answer and direct phone calls, emails, and inquiries in a professional manner.
- Schedule and coordinate meetings, conferences, and events, including travel arrangements when necessary.
- Ensured meticulous record-keeping and accounting for all paperwork, including drivers' taxes, to maintain regulatory compliance and financial accuracy.
- Ensure timely distribution of meeting agendas, materials, and follow-up documentation.
- Accurately enter and update data in databases and information systems.
- Maintain confidential records and ensure compliance with data protection policies.
- Provide excellent customer service to clients, visitors, and employees.
- Address queries and issues promptly and professionally.
- Assist in managing budgets, processing invoices, and tracking expenses.
- Collaborate with finance and accounting teams to ensure accuracy in financial documentation.

**FREDRICK
KIMUTAI**

**DECEMBER 2021- 28TH APRIL 2023: ATHLETICS TRAINING CAMP
(TRACK AND FIELD) RUNNING ROYALS ATHLETICS CENTRE-ITEN**

Middle Distance Training (3000m(8.37 pr) ,5000m(14:40pr), 10,000m(32:06 pr) and cross country running.

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • Strong interpersonal & communication skills • MS Office Suite • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organisational skills • Poised under pressure Food preparation and sanitation

- Kitchen equipment operation
- Recipe following and food safety guidelines adherence
- Teamwork and communication
- Attention to detail and time management
- Customer service

Projects

Self-Learning in Web Development

Duration: March 2022-Date

Undertaking an intensive self-learning project to enhance my skills in web development. • Doing online courses in HTML and CSS and JavaScript in (FreeCode Camp and Udemy) and building my own portfolio website.

- Started Learning Python and MySQL for database management (Scrimba and FreeCode Camp)

• REFEREES

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