



Maxwell Gitari

Date of birth: 27/10/1981

Nationality: Kenyan

Gender: Male

CONTACT



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0 Dubai, United Arab
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ABOUT ME

I'm a professional in Supply Chain Management with qualifications and experience as logistics Supervisor in an automotive industry mainly European and Japan's automobiles for 8 years.

WORK EXPERIENCE

02/01/2022 – CURRENT – Dubai, , United Arab Emirates

Hotel concierge

Marriott international

- Answer phone and email inquiry from potential guests in a timely and respectful manner
- Greet guests and visitors warmly and make them feel welcome and attended
- Ensure that guest spaces and lobby are clean and tidy at all times
- Act as a liaison between guests and any department necessary including the kitchen, housekeeping, etc
- Anticipate guests needs in order to accommodate them and provide an exceptional guest experience
- Achievements received Marriott training certificate on front office OPERA PMS.

10/11/2019 – 03/12/2021 – Nairobi, United Arab Emirates

Receiver

Bateel International

- Receive shipments, check for damages and sort stock for distribution in the store
- Monitor shelves and fill them in when needed
- Place orders with suppliers when inventory is low and also order packing and shipping supplies when needed
- Contact supplier and resolve any shipping issues

03/07/2017 – 03/07/2019 – Dubai, United Arab Emirates

Warehouse worker

Damac

Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)

Receive and process warehouse stock products (pick, unload, label, store)

Perform inventory controls and keep quality standards high for audits

Report any discrepancies

Follow quality service standards and comply with procedures, rules and regulations

Achieved Essential Food Safety Management certificate from Abu Dhabi government.

12/10/2005 – 31/10/2013 – Nairobi, Kenya

Logistics supervisor

Alfuttaim Kenya

Strategically plan and manage logistics, warehouse, transportation and customer services

Liaise and negotiate with suppliers, manufacturers, retailers and consumers
Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
Arrange warehouse, catalog goods, plan routes and process shipments
Resolve any arising problems or complaints
Supervise, coach and train warehouse workforce

EDUCATION AND TRAINING

12/10/2012 – 31/12/2015 – Nairobi, Kenya

Bachelor degree in Logistics and Supply Chain Management

Jaramogi oginga Odinga University of Science & Technology

Address satwa, Al Star Apartments, 2nd Flr, Rm 219, Nairobi, Kenya | **Website** www.jooust.org

15/03/2020 – 17/04/2020 – Dubai, , United Arab Emirates

Diploma In Quality Management

Alison

Address satwa, Al Star Apartments, 2nd Flr, Rm 219, Dubai, , United Arab Emirates | **Website** www.alison.org

LANGUAGE SKILLS

OTHER LANGUAGE(S):

English

Listening
C2

Reading
C2

**Spoken
production**
C2

**Spoken
interaction**
C2

Writing
C2

DIGITAL SKILLS

My Digital Skills

Microsoft Office / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Zoom

NETWORKS AND MEMBERSHIPS

08/08/2004 – 08/08/2005

Chartered institute Of Purchasing & Supply (CIPS UK)

London

Membership no. 005157579

RECOMMENDATIONS

Agnes Salome Awuor

Director -Academic Registrar

Jaramogi University Directors

Email a12siaya@gmail.com

Paul Musyimi

Advocate

Managing Partner Maingi Musyimi & Advocates

Email maingipal@yahoo.com | Phone (+254) 724464533

Steven Muema

Classmate

University classmate, friend and workmate

Email stevemuema79@gmail.com | Phone (+254) 720989254

MANAGEMENT AND LEADERSHIP SKILLS

Supervisory Management skills

Leadership, Time management, Technical, Communication and Judgement

HOBBIES AND INTERESTS

socializing & networking, Sports, music and reading

COMMUNICATION AND INTERPERSONAL SKILLS

communication and interpersonal

Preference to top-down communication for less bureaucracy and flatter organization.

Teamwork and collaboration

Cooperation rather than competition

VOLUNTEERING

01/10/2021 – 31/03/2022

Dubai EXPO 2020

Dubai

Counry Zone Operations