



Maxwell Gitari

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Professional Summary

Experienced and qualified logistics supervisor in 8 years in automobile industry with stock holding value of 100 m US \$.The significance of Supply Chain Management is not only satisfaction but meeting and exceeding customer expectations by Quality products and services and other Key Performance Indicators (KPI) such a speed,short cycle time and cost. Essential core skills is Leadership,Time management and Total Quality Management(TQM).

I'm a Graduate in Logistics & supply Chain management with IT and Graduate Diploma In Chartered Institute Of Purchasing & Supply (CIPS) UK with experience in Warehouse Management System .Lastly,My competence and capabilities will contribute to value adding activities to the institution.

Skills

- Team Player – Ability to work independently as well as in group.
- Communication skills and fluently.
- Computer skills in word and excel.
- Conflict resolution for example when dealing with suppliers and there is delayed payment.

Work History

11.2019 - Current

Steward

Bateel international - Dubai, AE

- Stepped into additional roles during busy times to boost coverage of important stations.
- Assisted front and back of house personnel in spot cleaning floors and maintaining welcoming environment for team members and guests.
- Scraped, washed and efficiently restacked dishware, utensils and glassware to keep kitchen ready for customer demands.
- Followed restaurant procedures for key control, lifting heavy objects and using chemicals.
- Assisted servers by providing glassware and utensils to guests.
- Managed and communicated up and down organization to collaborate, solve problems and assist company to achieve goal in providing exceptional customer service.
- Actively promoted accident prevention through proper and acceptable levels of sanitation and cleanliness of kitchen.
- Accepted opportunities to learn new skills, improve performance and cross-train for other positions.

10.2008 - 12.2013

Central Receiving Logistics Supervisor

ALFUTTAIM KENYA - Nairobi, Kenya

- Collaborated with all departments or management to achieve conformance to customer specifications hence quality.
- Resolved problems, improved operations and provided exceptional service.
- Improved delivery through consistent hard work and dedication to teamwork.
- Increased customer satisfaction by resolving partly shipment issues.
- Maintained energy and enthusiasm in fast-paced environment.
- Exceeded goals through effective task prioritization and great work ethic.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Managed over 50 deliveries per day.

Education

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| 04.2016 | Bachelor of Logistics & Supply Chain Management, Business And Economics, Jaramogi Odinga University of Science & Technology - Nairobi,Kenya, UK |
| 08.2005 | Associate of Science, Purchasing, Procurement, And Contracts Management, Multimedia University - Nairobi,Kenya |