**Stephen Mburugu Muraa**

**Equipments Operator &Administrative professional**

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PROFILE SUMMARY:

I am a highly dedicated and motivated professional with over 12 years’ of experience in the administration field such in customer service, transportation, security, operations and aviation duties. Have worked in different organizations with cross-cultural sensitivity in an international perspective. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true worker with good interpersonal skills I desire to work within a challenging and rewarding environment this will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth to the highest standard.

PROFESSIONAL SKILLS:

* Background in material handling equipment’s operations such as Forklifts up 4k to 10K capacity, up to 30K capacity (wheel loaders) with forklift attachments( both class 1 and 2 yard Operator)
* Basic Knowledge of rough terrain operation.
* Ability to read blueprints, schematics and manuals.
* Ability to operate light equipment’s such as Bus, semi-trucks, skid steer, warehouse forklift, and Pneumatic Roller.
* Perform daily checks.
* Use seatbelt and personal protective.
* Undertake simple maintenance of equipment’s and machinery.
* Ensure appropriate securing of loads.
* Process requests and complaints.
* I have a valid driver's license from my country and other country like Qatar.
* Comply with HSE routines (observes safety rules and procedures).

Interpersonal Skills:

* Leadership.
* Supervisory.
* Time management.
* Customers’ service.
* Team Building.
* Team Leadership.
* Communication.

CORE COMPETENCES:

* Forklift/Pallet Jack.
* Machines Operations.
* Loading/Unloading.
* Preventive Maintenance.
* Communication.
* Cleaning and sweeping.
* Record keeping.
* Operate light equipment’s like: Bus, semi-trucks, skid steer, warehouse forklift, Roller.
* Perform daily checks.
* Undertake simple maintenance of equipments and machinery.
* Ensure appropriate securing of loads.
* Process requests and complaints.
* Comply with HSE routines (observes safety rules and procedures).

WORKING EXPERIENCE: 2014 To Present – Company: Alkhebra driving academy, Doha Qatar

Transport supervisor:

* Supervise employee performance.
* Allocating drivers assignments.
* Ensuring compliance with safety standards.
* Maintaining all vehicles in top working condition.
* Recommendations for training staff in transport policies, procedures and share of information.
* Problem solving between employees and customers, by building relationship and addressing complain.
* Manage transport data bases that details transport activities, personnel’s record, financial accounting, and employee schedules.

2011 June- 2013- Working in DynCorp International as Transport Coordinator/Foreman and Equipment’s Operator U.S.A based company in Afghanistan.

Duties and responsibilities:

* Operated forklift and pallet jack as when need.
* Warehouse /air field operation.
* English communication fluently both spoken and written.
* Inspect work quality as per works order (TMRs, AMRs etc.)
* Coordinate Military Missions within the camp.
* Monitoring/Schedule Military transport buses and equipment’s operators.
* Process all Transport movements’ requests, joint movements request and air movement request for the personnel and equipment’s transit, originate and assigned to MCT area of need.
* Operate Material handling equipment’s(MHE) such as forklifts up to 4k, to 10k, capacity , and 30k capacity (wheel loader) with forklift and attachments.
* Ability to operate light equipment’s like: Bus, semi-trucks, skid steer, warehouse forklift, Roller (compactors).
* Reports to and receives assignments, instructions, and direction from the operations Manager
* Reads, interprets instructions, documentation and plans work activities.
* Coordinate Transport tools, and equipment to and from work locations in Logistics support of construction and maintenance activities and/or deliver operating materials and supplies from one warehouse to Warehouse.
* Possesses required driver’s license equivalent to CDL license
* Can read, interpreting instructions, documentation and plans work activities as required by the company SOPS.
* Can operates company vehicles with capacity of up to 30 tons (both straight and Combine truck) to move materials, tools, and equipment to and from work Locations.
* Loads and unloads material aircraft procedures, including finish products.
* Observes and follows all safety rules and procedures, including wearing required Personal safety equipment.
* Run truck and tractor trailer unit to deliver building products to customer within required areas.

1996 May-2011 – Air operator supervisor (Kenya National Defense forces) in Kenya

Duties and responsibilities:

* Receive and transmit flight information services.
* Supervise junior officers.
* Supervise junior officers.
* Brief flight officers on daily flight route occurrences and changes.
* Radio operation manning and monitoring VHF/UHF frequency.
* Air traffic services.
* Radio etiquette.
* Adhere to all Health and Safety Regulations.
* Administration and management
* Reports to and get instruction, assignments and direction from the manager.
* Managed office procedures, include maintain personnel and administrative records.
* Organized and facilitated meetings and workshops, preparing minutes to ensure accurate recordkeeping.
* Drafted correspondence on administrative issues, effectively communicating new developments to soldiers.
* Executed inventory management functions.
* Perform daily airfield inspection, report and makes repair as needed
* Maintains and policies airfield grounds, street and aircraft movements areas.

1992 May-1996 – Security Officer, (Kenya National Defense forces) in Kenya

Duties and responsibilities:

* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Investigate and report all allegations of theft, criminal damage and other incidents.
* Conduct regular searches of bags, etc. carried by members of the staff and report discrepancies or violations immediately.
* Guard Security gates and installation within and outside the military camps.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Mann security tower within the camp perimeter fence.
* Monitor and authorize entrance and departure of employee, visitors, and other persons to guard against theft and maintain security of areas.
* Answer alarms and investigate disturbances.

Additional Skills:

* Computer application skills.
* Defensive Driving Skills.
* Communication Skills.
* Air traffic services
* Safety service in equipment’s and personnel.

EDUCATION:

* Bachelor Degree in Administration.
* Aeronautical information services-certificate.
* Senior leader’s management course-certificate.
* Armed forces training college-certificate.
* Method of instruction course –certificate.
* Driving training school-operating license.
* Fuel operator training college.
* Computer Technology appliances.
* OSHA Certificate 2013.

REFEREES: Shall be provided upon request