

DAVID MWANGI GITHIOMI

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+974 31410837

Current Address: Qatar

Dear Hiring Manager,

RE: JOB APPLICATION FOR THE POSITION OF A WAREHOUSE MANAGER

I am writing to express my interest in the Warehouse Manager position your company. With over seven years of hands-on experience in warehouse and operations management, I bring a proven track record of ensuring smooth site operations through efficient inventory control, team leadership, and process optimization.

In my previous role, I was responsible for liaising with operations, warehouse, and delivery teams to ensure the timely availability of tools and materials which are key to maintaining project schedules. I ensured compliance with company procedures in all fleet, equipment, and tool movements, and supervised the safe handling, storage, and repacking of stock to promote a secure and organized working environment.

My experience also includes:

- Conducting regular inventory audits and maintaining stock levels in coordination with procurement.
- Managing the repair, maintenance, and replacement schedules for company fleet and equipment.
- Preparing and processing materials for job orders, while keeping the inventory system up to date.
- Implementing process improvements to enhance warehouse layout, inventory accuracy, and operational flow.

I hold a relevant qualification in warehouse operations and am highly proficient in Microsoft Office applications, particularly Excel and Outlook. My strong analytical and problem-solving abilities have consistently enabled me to resolve challenges proactively. Furthermore, I pride myself on being a collaborative team player with excellent communication skills and the ability to manage time and delegate effectively in fast-paced environments.

I am enthusiastic about the opportunity to bring my skills and experience to your organization and contribute to the continued success of your operations team. I would welcome the opportunity to discuss how I can add value to your company in an interview at your earliest convenience.

Thank you for considering my application. I look forward to the opportunity to speak with you

Sincerely,

David Mwangi Githiomi



Tel : +974 31410837
Email: githiomidavid281@gmail.com
Year of Birth : 1970
Current Address : Qatar
Nationality : Kenyan
Marital Status : Married

KEY SKILLS

- Inventory Management
- Logistics and Supply Chain Coordination
- Order Fulfillment & Processing
- Stock Control and Auditing
- Shipping & Receiving Procedures
- Forklift & Equipment Operation Knowledge
- Health & Safety Compliance
- Space Optimization & Layout Planning
- Leadership & Management Skills
- Staff Scheduling and Workforce Planning
- Performance Monitoring & Evaluation
- Conflict Resolution
- Driving Skills
- Decision-Making Under Pressure
- Communication & Interpersonal Skills
- Customer Service Orientation
- Negotiation Skills
- Technology Skills
- Microsoft Office Suite (Excel, Word, Outlook)

CERTIFICATIONS

Heavy and Light Vehicle Driving Category:
(CE,B1,B2,B3,C1,C,CE,D1,D2,D3)

LANGUAGE SKILLS

- English
- Swahili

INTERESTS

- Socializing
- Travelling
- Reading

REFEREES

I have over seventeen years of work experience having worked as a warehouse manager, site manager; truck driver and delivery driver. Details about my referees are readily available upon request.

DAVID MWANGI GITHIOMI

WAREHOUSE MANAGER

PROFILE AND CAREER OBJECTIVE

Results-driven Warehouse Manager with over seven years of hands-on experience in inventory control, team leadership, and logistics coordination. Proven ability to streamline warehouse operations, reduce costs, and enhance efficiency in fast-paced environments. Seeking to leverage my expertise in supply chain management and process optimization to contribute to a forward-thinking organization focused on operational excellence and customer satisfaction.

WORK EXPERIENCE

2019 - 2025 : Metito Overseas Company – Qatar

Position : Warehouse Manager

Duties & Responsibilities

- Monitor and control inventory levels.
- Conduct regular stock audits.
- Recruit, train, and supervise warehouse staff.
- Ensure adherence to safety and operational procedures.
- Ensure timely and accurate picking, packing, and shipping of orders.
- Coordinate with other departments for smooth order processing.
- Manage inbound and outbound logistics.
- Schedule and coordinate deliveries and shipments.
- Liaise with suppliers, transport companies, and clients.
- Ensure efficient layout and space utilization.
- Enforce safety standards and protocols.
- Conduct regular inspections and risk assessments.
- Ensure use of PPE and proper handling of hazardous materials.
- Maintain accurate records of warehouse activities.
- Manage warehouse budget and control costs.
- Oversee maintenance of warehouse equipment (e.g., forklifts, conveyors).
- Ensure proper functioning and servicing of machinery.
- Identify areas for process improvement.

2017 - 2018 : Aayan Leasing Company– Qatar

Position : Site Manager

Duties & Responsibilities

- Oversee day-to-day operations of the leasing site
- Ensure smooth handover and return of leased assets.
- Supervise site security, maintenance, and cleanliness.
- Manage leased inventory on-site (vehicles, properties, equipment).
- Conduct regular inspections for damage, maintenance, and compliance.
- Track asset movement using inventory and fleet management systems.
- Handle on-site customer issues or complaints promptly.
- Ensure client satisfaction through efficient service delivery.
- Manage and schedule site staff such as technicians, cleaners, security, and admin personnel.
- Provide training and guidance on operational procedures.
- Monitor staff performance and productivity.

2013 – 2016 : Mowasalat Karwa– Qatar

Position : Delivery Driver

2006 – 2012 : City Hoppa Transport Services– Kenya

Position : Truck Driver

EDUCATION HISTORY

2022 : Nebosh International General Certificate

Course : Certificate in General Health & Safety

Award : Certificate

1990 - 1993 : Masai Technical Institute

Course : Certificate in Craft and Plumbing

Award : Certificate

1986 – 1989 : Kiarithaini High School –Kenya

Course : Kenya Certificate of Secondary Education

Award : High School Diploma

