

ALEX NDUATI  
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OBJECTIVE

To utilize my excellent communication, Social, analytical and IT Skills in a challenging position in an organization within the defined parameters.

CAREER EXPERIENCE

- 2019 January – Today                      General Manger  
Matuto Mwalimu Motors Ltd  
Managing all Importation process and local clearings.  
Managing all the B2B B2C contracts, sales and marketing of the vehicles and the Company.  
Handling all the legal and social issues of the company.  
Performing market research, searching for business opportunity and partnership locally and abroad
- 2018 May – 2018 November      UNOPS (liaison officer)  
Manager of the translation team and the liaison officers between the Japanese Team, Students, UNOPS and all other Kenyan staffs.  
Japanese to Swahili/English Interpreter & Translator.  
Translating and interpreting not only on the field but also in the official matters and assisting in the projects overall smooth proceedings.
- 2017 June – 2017 October      UNOPS  
Japanese to Swahili/English Interpreter & Translator  
Translating and interpreting not only on the field but also in the official matters assisting in the projects smooth Proceedings.
- 2016 June – 2016 October      UNOPS  
Japanese to Swahili/English Interpreter & Translator  
Translating and interpreting not only on the field but also In the official matters assisting in the projects smooth Proceedings.
- 2016 - 2016 Dec                      Sales Executive  
Emperor - Hino Motors (Toyota Group)

Marketing and sales of Japanese Toyota Hino Commercial vehicles in the whole country and abroad. Translating and interpreting materials from the Japanese language to English and Swahili for the African clients. Translating for the Hino officials on public and private function while in the country from Japanese to English and Swahili.

2010 – December 2013

Sales and Marketing  
Tenoji Motors Ltd

Assisting in setting up a Joint venture (Tenoji Motors Ltd) between Japanese & Kenyan entrepreneurs. Facilitating and advising in all legal and social requirements in opening an international company here in Kenya. Translating and interpreting all the conversations and written documents exchanged by both parties either by print or verbally from all languages (Swahili, Japanese, English and others). Management of all the stocks marketing, sales, orders in Kenya and Japan. Maintaining a flow of information for both parties all translated.

September 2007-2010

Sales and Marketing  
RCC (K) Ltd (Ransley Coffee Company)

Creating new international markets for our products especially in Japan, Marketing & sales to various Japanese companies in Japan. Creating profile in Japanese to promote the Kenyan coffee quality & The Story. Translating all communication and documents from Swahili or English to the Japanese companies or buyers and vice versa translating Japanese documents to English for the company and Swahili to the farmers while the companies want to get The Story from the farmers. Attended the TICAD in 2008 (2 Months) to help in the translation of the delegation which was promoting various products of Kenya.

2003- August 2007

Sales & Business Analysis  
MATUTO MWALIMU MOTORS LTD (KENYA)

Translating documents and problem solving for International matters  
Day to day running of a busy motor vehicle dealership With Sales turnover of over Kshs.50 Million per annum. Management of personnel department of 10 employees, Training and maintaining employee relations. Reviewing the company technological needs & offering Recommendations.

Implementing an ongoing re-organization of the company operations methods, including computerized Filing, new sales and marketing techniques.

### EDUCATIONAL BACKGROUND

- 2003~2005 Jomo Kenyatta University of Agriculture and Technology  
Bachelor of Science in Information Technology
- 1997~2000 Kanazawa Institute of Technology  
Information and Computer Engineering
- 1993~1996 Japan Aviation High School.  
Graduation Certificate

### OTHER ACHIEVEMENTS

Certificate of Japanese Language Proficiency Level 1

### OTHER SKILLS

- Computer skills: Windows XP, Microsoft Office, Networking, Programming(C++, VB, Web Design)
- Driving License
- Conversant with almost all digital devices
- Leadership skills: Team player, Risk taker, Learner, Multi-tasking and Problem solving.
- Communication skills: Excellent written and Verbal skills In Japanese, English, Swahili

### VALUE ADDED SKILLS

Hard working, self-confident, determined and able to inspire others and achieve results.

Fast learner and very active.

- Able to meet deadlines and work with minimum supervision.
- Friendly, outgoing, excellent customer relation.

### PERSONAL INTEREST

Traveling around the world and making it a better place for all to live in together in harmony.

I enjoy reading, watching movies and socializing.

### OTHER PERTINENT INFORMATION

Date of Birth: 20<sup>th</sup> April 1978  
Sex: Male  
Nationality: Kenyan  
Marital Status: Married

REFERENCE:

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