

# JACKLINE WAMBOI GATHII

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DATE OF BIRTH: **JUNE 22, 1989**  
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U.A.E : VALID DRIVING LICENSE



## **CAREER OBJECTIVE**

*Seeking a challenging and rewarding career in a diverse environment where my strong work ethic, education, and expertise can be used to help promote the mission and exceed team goals.*

## **STRENGTHS AND CAPABILITIES**

- *Proficient in the use of Computers and its packages*
- *Able to relate very well in a team environment and work in a multicultural environment with people of diverse backgrounds*
- *Able to work under extreme pressure with minimal or no supervision and meeting stringent deadlines*
- *Possessing the tendency of developing new ideas in a working environment*
- *Self-motivated and service focused*
- *Quick learner*
- *Fluent in both written and spoken English and Swahili languages*

## **CURRENT WORK EXPERIENCE**

Date	July 2018 – Oct 2019
Institution	TRANSGUARD GROUP LLC, DUBAI
Position	TGSS AVIATION COORDINATOR (DXB & DWC Airport)

### **COORDINATOR**

#### **Duties**

- *Maintaining a grooming standard of employees within the contract.*
- *Maintains Manpower required in a contract.*
- *Responsible for carrying out monthly site visits and providing the necessary feedback to the manager and team supervisors as required. s*
- *Raising Incident reports for disciplinary action.*
- *Communicating with clients and employees about projects, events or campaign expectations and goals.*
- *Collaborating with clients or employees, finance teams on budgeting and allocating funds.*
- *Delegating tasks to appropriate team members.*
- *Managing deadlines and progress across the team to ensure the project is delivered on time and on budget.*
- *Organizing third-party providers and vendors to deliver elements that can not be produced in-house.*
- *Overseeing delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards*

Date	February 2014 – June 2018
Institution	TRANSGUARD GROUP LLC, DUBAI
Position	TGSS AVIATION ADMINISTRATION
Administrative Duties	<ul style="list-style-type: none"> <li>• <i>Collection and analyzing feedback from customers and other project users to gauge satisfaction and success.</i></li> <li>• <i>Responsible for all in-processing to include new hire paperwork,issuing keys,e-verify and initiating the in-progressing sheet for all employees to complete ,drug testing and any necessary follow up.</i></li> <li>• <i>Responsible for benefits administration to include adding ,changing and deleting employee information,reviewing invoices for accuracy ,liaison for managed benefits, participate in the renewal process and open enrollment.</i></li> <li>• <i>Update the deployment list accurately and coordinate and oversee the day-to-day management of supplies, raising Purchase Requisition/Purchase Order for stationery and sUniforms.</i></li> <li>• <i>Keep a track record of annual leaves and resignations and making sure that tickets are booked on time and informing staff about flight timings and any flight changes.</i></li> <li>• <i>Arrange training e.g. EK Security Induction, BASC&amp;DGR (Basic Security and Dangerous Goods, AVSEC (Aviation Security) US Flight Course.</i></li> </ul>
Date	Jan 2011 – Jan,2014
Institution	TRANSGUARD EMIRATES GROUP, DUBAI ADMINISTRATIVE
Position	OFFICER
Administrative Duties	<ul style="list-style-type: none"> <li>• <i>Flight allocations / (Real Time Controller) RTC Monitoring / Scanner Allocations.</i></li> <li>• <i>Handling Inadmissible and Deportee Passengers (Non – EK checks).</i></li> <li>• <i>Handling Fraud Prevention Unit cases.</i></li> <li>• <i>Handing over offloaded passenger(s) to Local Immigration Authorities.</i></li> <li>• <i>Document (EK Ticket) confiscations.</i></li> <li>• <i>Monitoring Attendance of Staff.</i></li> <li>• <i>Stationary and Office Equipment Maintenance Checks.</i></li> <li>• <i>Transport Security Administration (TSA) Watch List Downloading and Uploading Processes for US-bound Flights.</i></li> <li>• <i>Daily Update of Office Statistics.</i></li> <li>• <i>Mail Sorting / Filing of Documents.</i></li> <li>• <i>United States (US) / Toronto (YYZ) selectee / No Fly Statistics Record.</i></li> <li>• <i>Preparing Staff Monthly Roster.</i></li> <li>• <i>Offloading Statistics.</i></li> <li>• <i>Updating Telephone Bills.</i></li> <li>• <i>Sick Leave Statistics Record Upkeep.</i></li> <li>• <i>Comp off/ Swap Forms and Early Release Records.</i></li> <li>• <i>Updating Flight Schedules.</i></li> </ul>

### **CORE COMPETENCIES**

- *Managing and monitoring employee's strength of over a hundred on each day's flight operations to ensure maximum utilization and achieve greater output*
- *Establishing good rapport and working relationship with Dubai Immigration Office at the Dubai International Airport*
- *Effective handling of aggressive and difficult passengers declared inadmissible or deportees*
- *Good working relationship with employees and colleagues.*
- *Work Closely with Procurement to have item delivered on time.*
- *Holds a valid UAE Driving license.*

### **EDUCATION**

Date	09 <sup>th</sup> Feb 2018
Institution	Blue Ocean Academy
Programme/Certificate	Certified Human Resource Professional (CHRP)

09 <sup>th</sup> Feb 2018
Blue Ocean Academy
Certified Human Resource Manager (CHRM)

Date	
Institution	Sept. 2009 – Dec. 2009
Programme/Certificate	RESIDENTIAL COMPUTER COLLEGE, KENYA Certificate in Software Application Packages

Date	Jan. 2004 – July 2007
Institution	SINO GAL EDUCATION CENTER, KENYA
Programme/Certificate	Attained Secondary School Certificate.

### **REFERENCES**

**Will be furnished upon Request**