

CHRISTOPHER NG'ANG'A KINYANJUI

I am a reliable person with over 15 years of work experience in different areas.

Employment History

Driver, Galate Enterprises Limited

Oct 2013 – Sep 2018

Personal details

0799714924
Cnganga277@gmail.com

Education

- ✓ Diploma in Customer Service
- ✓ High School Diploma

Skills

- ✓ Driving class B, C, E
- ✓ Clean driving license
- ✓ Road regulations knowledge
- ✓ Defensive Driving
- ✓ Customer Service
- ✓ Time management

Languages

- ✓ English
- ✓ Swahili

Referees

Available upon request

- Carry out daily maintenance checks on vehicles by ensuring all vehicles are roadworthy before starting on their journey including tyres, petrol, oil, and lubricants.
- Drive authorized passengers to meetings and functions in and around Nairobi and also up-country.
- Ensure passenger safety by ensuring that they always wear their seat belts.
- Provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensure vehicles are serviced at the stated mileage and all details documented in the Logbook.
- Submit all purchase receipts and ensure that any mechanical faults are reported to the company.
- Maintain a high degree of confidentiality
- Ensuring the safety and security of passengers and vehicles in your care.

Office Assistant, ABC Company

Jan 2020 – October 2023

- Maintain high standards of cleanliness in the office using disinfectants
- Monitor and report on the inventory of cleaning materials
- Distribute incoming letters in the office to different departments
- Maintain a positive relationship with other employees
- Perform any other duties assigned