



VICTOR ULUGA ZIRWANA

Delivery Driver

Objective

Ambitious and dedicated entry-level professional pursuing opportunities to gain hands-on experience. Eager to contribute, learn, and thrive in a collaborative work environment

Contact

Phone:
+254708980955

Email:
victoruluga@gmail.com

Address:
Nairobi, Kenya

Languages

English **Expert**

Software Skills

Zoho CRM

Sketch

Zoom

Microsoft Teams

Firefox Developer Tools

Interests

Technology Enthusiast

Outdoor Activities

Photography

Reading

Community Volunteering

travelling

Language Learning

Continuous Learning

Art and Creativity

Gardening

Meditation and Mindfulness

Writing

Work Experience

Mumo Trans

Jan 2022 - Nov 2022

Storekeeper

- Procure, store, and issue supplies in A supplying operation.
- Process and maintain inventory records.
- Modify and implement inventory controlAnd disposal procedures.
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- Manage and organize incoming stock and materials efficiently.
- Maintain accurate inventory records and update database systems regularly.
- Conduct periodic stock audits to verify inventory levels and resolve discrepancies.
- Coordinate with suppliers and vendors to ensure timely delivery of goods.
- Assist in preparing reports on inventory status and inventory turnover rates.
- Coordinate with delivery drivers to schedule pickups and deliveries in Nairobi.
- Maintain clean and organized store rooms according to safety regulations and company. policies.

Weaver Transportation

Jun 2023 - Dec 2023

Delivery driver

- Ensure timely and accurate deliveries by following specified routes and schedules within Nairobi and surrounding areas.
- Inspect and maintain delivery vehicle for safety and operational efficiency before and after each trip.
- Communicate effectively with dispatchers and customers to confirm delivery details and resolve any issues.
- Maintain accurate delivery logs and documentation for record-keeping and reporting purposes.
- Adhere to traffic laws and company safety regulations to promote safe driving and minimize incidents.
- Handle loading and unloading of goods carefully to prevent damage and maintain product integrity.
- Operate delivery vehicles efficiently and safely to meet daily delivery targets across Nairobi and surrounding regions.

Certificate

- Load, unload, and prepare delivery items ensuring accuracy and adherence to order specifications.
- Utilize GPS and navigation systems to plan and optimize delivery routes for timely completion.
- Deliver a wide variety of items to different addresses using various routes to ensure flexibility and efficiency.
- Load, unload, prepare, inspect, and operate delivery vehicles ensuring readiness for daily tasks in Nairobi.
- Follow assigned routes and schedules strictly to maintain punctual deliveries.
- Monitor vehicle fuel consumption and manage fueling schedules to reduce operational costs.
- Manage and complete delivery documentation and billing processes accurately to ensure smooth transaction flows.
- Regularly perform minor vehicle maintenance tasks such as checking tire pressure, oil levels, and lights to prevent breakdowns during deliveries.

Jovish General Suppliers

Jan 2024 - Present

Delivery driver

- Ensure timely and accurate deliveries by following specified routes and schedules in Nairobi and surrounding areas.
- Inspect and maintain the delivery vehicle to ensure safety and operational efficiency before and after trips.
- Communicate effectively with dispatchers and customers to confirm delivery details and address any issues.
- Handle loading and unloading of goods carefully to prevent damage and maintain product integrity.
- Adhere to traffic laws and company safety regulations to promote safe driving and minimize incidents.
- Maintain accurate delivery logs and documentation for record-keeping and reporting purposes.
- Operate delivery vehicles safely while adhering to traffic regulations and company policies.
- Load and unload delivery items while ensuring proper handling to prevent damage.
- Utilized GPS and navigation tools to optimize delivery routes and reduce transit times in Nairobi.
- Conducted daily vehicle safety checks and minor maintenance to ensure vehicle readiness for deliveries.

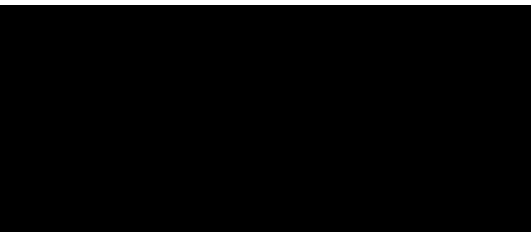
Education

Chania High School

Jan 2013 - Dec 2016

Kenya Certificate of Secondary Education

Skills



Software Proficiency

Expert

Relationship Building

Expert

Communication

Expert

Networking

Expert

Time Management

Expert

Decision-Making

Expert

Critical Thinking

Expert

Team Leadership

Expert