



JERRY KIPKOECH RUTO

Logistics Coordinator (Driver)

HERE'S MY STORY:

I provide high quality customer service skills through transport and logistics management skills.

WORK EXPERIENCE

Head of Transport

MEDIAMAX NETWORK LTD
JULY 2017 - AUGUST 2020

- Maintained and kept service records for company vehicles.
- Supervised newsroom vehicles.
- Budgeted and prepared fuel usage reports.
- Assigned vehicles to the drivers allocated.
- Supervised the drivers' duties and their responsibilities.
- Reported transport incidence and adhered to the policies related to this.

Operational Coordinator (Driver)

MEDIAMAX NETWORK LTD
JUNE 2012 - JUNE 2017

- Arranged regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions and managed payments.
- Drove site vehicles carefully at all times and ensure safety of the passengers, other road users, and the assigned vehicle.
- Transported participants, staff, visitors and deliveries when required.
- Adjusted the route to avoid heavy traffic or road constructions, as per the need.
- Scheduled regular car service appointments and report any issues.

KEY SKILLS

- Commercial Awareness
- Numeracy
- Good Problem Solving skills
- Leadership
- Team Building
- Interpersonal Skills
- IT Skills
- First Aid

LET'S CHAT:

P.O. BOX 26190 - 00504
Nairobi, Kenya.

email: gkip07@gmail.com

Phone: +254 720 927 944

REFERENCES:

Mr. Athur Kitao
Kenya Civil Aviation Authority,
Air Navigation Services,
P.O. Box 30689 - 0200, Nairobi
Phone: +254 721 631 463
email: athur_kitao@yahoo.com

Mr. Charles Oduor Opiyo,
P.O BOX 2606 - 30100,
Eldoret
email: opiyo61@yahoo.com

Ms. Liz Kivuva,
Mediamax Network Ltd,
P.O BOX 103618 - 00100
Nairobi.
Email: liz.kivuva@mediamax.co.ke
Phone: +254 722 526 148

EDUCATIONAL INFO

Imaxtec Computer College, Eldoret

CERTIFICATE
BASIC COMPUTER APPLICATION

August 2008 - November 2008

East African School of Aviation, Nairobi

CERTIFICATE
FLIGHT ATTENDANT COURSE

February 2007 - April 2007

Kericho Day Secondary School

KCSE

February 1997 - November 2000

INTERESTS

- Basketball
- Table Tennis
- Biking
- Nature Traveling
- Creative arts



DSM Place, 3rd Floor, Kileleshwa Street, Nairobi P.O. Box 103810-00101, Nairobi, Kenya
Tel: 0204944100, 0709824100, 0730164100 Fax: 22497881, 315419
Email: info@mediamax.co.ke

12th October 2020

To whom it may concern

Dear Sir:

REF:RECOMMENDATION LETTER: JERRY RUTTOH

This is to confirm that **Jerry Ruttoh** was employed by Mediamax Ltd as Head of Transport for from April 2012 to August 2020.

While with Mediamax he was tasked with the following responsibilities;

- maintaining and keeping service records company vehicles.
- Supervision of newsroom vehicles
- budgets and preparing fuel usage reports
- Duties allocation to drivers.
- Assign Vehicle as per department request.
- Reminding the drivers of their duties and their responsibility.
- Reporting to the Head of human resource and Administration.
- Prepare and follow on payments for casual driver's & other service providers.
- Liaise with transport service providers (cabs) whenever there's transport matter.
- Reporting transport incidence/accidents and follow up on the repair matters.

Jerry proved to be a worthy employee with exceptional integrity, transparency, problem solving and communication skills. With this knowledge and experience, I am confident that Jerry is capable of pursuing duties affiliated to his career.

Coupled with his professionalism and hardworking nature, I believe that he will be a great asset to any organization.

Thank you.


Liz Kivuva

Human Resource Business Partner



KamemeTV

Kameme

milele



Mayan

em





DRIVING LICENCE

REPUBLIC OF KENYA

JAMHURI YA KENYA



SURNAME
RUTO

OTHER NAMES
JERRY KIPKOECH

DATE OF BIRTH
13.07.1980

SEX
MALE

BLOOD GROUP
O+

NATIONAL ID No
22776505

LICENCE No
MY2003

DATE OF ISSUE
15.01.2019

DATE OF EXPIRY
15.01.2022

COUNTY OF RESIDENCE
NAIROBI



4 2 4 6 0 5 9 2 5 4 9 7 5 1 4 3



100833593

LICENSING OFFICER

RESTRICTIONS

CATEGORIES OF VEHICLES		DATE OF ISSUE	DATE OF EXPIRY
A			
B		15.01.2019	15.01.2022
C		15.01.2019	15.01.2022
D			
E		15.01.2019	15.01.2022
F			
G			

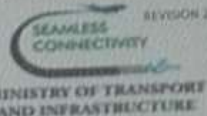
ISSUED BY NATIONAL TRANSPORT AND SAFETY AUTHORITY



Republic of Kenya

Certificate

Nº 025313



MINISTRY OF TRANSPORT & INFRASTRUCTURE

MECHANICAL AND TRANSPORT DIVISION

Suitability Test for

Driver /XX

(Personnel Service

Training Circular No:.....)

DPM: 2 (7A VOL. V/ (79)

of 11 TH JANUARY 2007

This is to Certify that:

JERRY KIPKOECH RUTO

Driving License No: 100133591 C of C MYZ - 003 2006
B - C - E

Classes 14 (FOURTEEN) YEARS Issued on.....

Experience..... has PASSED /XXXXXX

XX Driver /XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX Suitability test.

on 4 - 9 - 2020 at MTD (CENTRAL WORKSHOP)

Percentage marks obtained..... 80%

Observations: HE IS A COMPETENT DRIVER

Examiners

Designation

Signature

P. K. MAINA

OIC VALUATION

MTD

ENG. F. M.KATHANGA

For: Chief Mechanical and Transport Engineer

MTD



Republic of Kenya

Certificate

Nº 025313



MINISTRY OF TRANSPORT & INFRASTRUCTURE

MECHANICAL AND TRANSPORT DIVISION

Suitability Test for

Driver / ~~XX~~

(Personnel Service Training Circular No: DPM: 2 (7A VOL. V/ (79) of 11 TH JANUARY 2007)

This is to Certify that:

JERRY KIPKOECH RUTO

Driving License No: 100133591 C of C MYZ - 003
B - C - E 2006

Classes 14 (FOURTEEN) YEARS Issued on

Experience has PASSED / ~~XXXXXX~~

~~XXXXXXXXXX~~ Driver / ~~XXXXXXXXXXXX~~

~~XXXXXXXXXXXX~~ Motorcycle Rider / Suitability test.

on 4 - 9 - 2020 at MTD (CENTRAL WORKSHOP)

Percentage marks obtained 80%

Observations: HE IS A COMPETENT DRIVER

Examiners

Designation

Signature

P. K. MAINA

OIC VALUATION



ENG. F. M. KATHANGA

For: Chief Mechanical and Transport Engineer

MTD

East African School of Aviation Nairobi, Kenya



Centre of Excellence in Aviation Training



Certificate

This is to Certify that

J. K. RUTTOH

successfully completed a course of instruction in

CABIN CREW

held from 5th February 2007 to 27th April 2007

Signed *J. Ruttoh*

Registrar, EASA

Date 27.04.2007

Signed

J. Ruttoh

Director, EASA

2494

No. SC/.....

The East African School of Aviation is a department of the Kenya Civil Aviation Authority

