



1X 5063

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, Kijabe Street, Nairobi P.O. Box 103618-00107, Nairobi, Kenya
Tel: 0204984100, 0709824100, 0730154100 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



DRIVING LICENCE

REPUBLIC OF KENYA

JAMHURI YA KENYA



SURNAME
RUTO

NATIONAL ID No.
22776505

OTHER NAMES
JERRY KIPKO

LICENCE No.
MYZD003

DATE OF BIRTH
13.07.1980

DATE OF ISSUE
15.01.2019

SEX
MALE

DATE OF EXPIRY
15.01.2022

BLOOD GROUP
O+

COUNTY OF RESIDENCE
NAIROBI



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



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			

10033391



LICENSING OFFICER

RESTRICTIONS

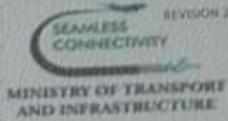
ISSUED BY NATIONAL TRANSPORT AND SAFETY AUTHORITY



Republic of Kenya

Certificate

No. 025313



MINISTRY OF TRANSPORT & INFRASTRUCTURE

MECHANICAL AND TRANSPORT DIVISION

Suitability Test for

Driver **XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

(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

Classes B - C - E Issued on

Experience 14 (FOURTEEN) YEARS has PASSED **XXXXXX**

XXXXXX Driver **XXXXXX**

XXXXXX **XXXXXX** Suitability test.

on 4 - 9 - 2020 at MTD (CENTRAL WORKSHOP) 80%

Percentage marks obtained.

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



Republic of Kenya

Certificate

No 025313

SEAMLESS CONNECTIVITY
MINISTRY OF TRANSPORT
AND INFRASTRUCTURE

MINISTRY OF TRANSPORT & INFRASTRUCTURE MECHANICAL AND TRANSPORT DIVISION

Suitability Test for

Driver /XXXXXXXXXXXXXXXXXXXXXX/

(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
Classes Issued on 2006
Experience 14 (FOURTEEN) YEARS has PASSED /XXXXXX/
XXXXXX/ Driver /XXXXXX/

XXXXXX/ Motorcycle Rider/ Suitability test.

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

Percentage marks obtained 80%

Observations: HE IS A COMPETENT DRIVER

Examiners

P. K. MAINA

Designation

OIC VALUATION

Signature

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 
Registrar, EASA

Date 27.04.2007

Signed 
Director, EASA

No. SC/ 2494

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

REPUBLIC OF KENYA / JAMHURI YA KENYA / REPUBLIQUE DE KENYA



PASSPORT/PASSEPORT/PASSEPORT

Type/Type: Country Code/Numéro de Code du Pays: Passport No./Numéro ou Numéro de Passport:

P KEN

BK342468

Signature in Uppercase

KIKWAI

Given Name/Nom de Naissance

JERRY KIPKOECH

Nationality/Origine Nationalité

KENYAN

Date of Birth/Naissance/Date de Naissance

13 JUL 1981

Passport No./Numéro ou Numéro de Passport:

1291301

Sex/Genre/Sexe: Place of Birth/Molali ou Naissance/lieu de Naissance

M UASIN GISHU, KEN

Date of Issue/Tirage ou émission/Date de Délivrance

06 MAY 2022

Date of Expiry/Fin de validité/Date d'Expiration

05 MAY 2032

Issuing Authority/Mandat ou Bureau/Institution:

GOVERNMENT OF KENYA

Holder's Signature/Signature du Titulaire

Signature du Titulaire

P<KENKIKWAI<<JERRY<KIPKOECH<<<<<<<<<<<<

BK342468<4KEN8107134M320505722776505<<<<<44