



# Billgates Matumbi

DRIVER/MACHINE OPERATOR

## Details

Nairobi

Kenya

0723444936

[bill.moh4@gmail.com](mailto:bill.moh4@gmail.com)

## Skills

Customer Service



Time Management



Ability to Multitask



Effective Time Management



Computer Skills



Ability to Work Under Pressure



Ability to Work in a Team



Driving



Manual Gear Transmission



Safety Principles



Construction Plant Operation



First Aid and Preparedness



Hard Work and Dedication



Success Driven Person



Ability to Follow Instructions



Adaptability



Communication Skills



Coordination Skills



## Profile

Dynamic driver and machine operator with several years of dedicated experience, committed to achieving excellence in every task. Possesses strong customer service skills, effective time management abilities, and a proven capacity to multitask in fast-paced environments. Demonstrates a solid understanding of safety principles and state regulations, ensuring compliance while maintaining a stellar safety record. Known for an organized approach and the ability to remain calm under pressure, contributing to the successful operation of heavy machinery and transportation tasks. Passionate about delivering exceptional results and continuously improving operational efficiency.

## Employment History

### Driver, Mara safaris Company, Narok.

NOVEMBER 2020 – JANUARY 2025

Drove manual or Automatic transmission vehicles navigating both Urban and Off-road terrains encountered during safaris.

### Excavator Operator, China Wuyi Company Limited, Nairobi.

JUNE 2019 – AUGUST 2020

Locating underground services such as pipes or wires prior to beginning of work. Driving and maneuvers of heavy machinery in successive passes over working areas. Operating heavy machinery to perform such tasks as Clearing of vegetation, mixing sludge and trimming of back fills.

### Motor Grader Operator, Sino Hydro Corporation, Nairobi.

NOVEMBER 2018 – APRIL 2019

Pre and post operation checks of the machine.

Driving and maneuvers of Motor Grader in successive passes over working areas.

## Education

### Certification, Nyakio Plant Operators and Driving School, Thika.

JANUARY 2017 – JANUARY 2018

### Certificate of Secondary Education, Kambiti Mixed Day Secondary School.

JANUARY 2012 – JANUARY 2014

### Kenya Certificate of Primary Education , Ngiine Primary School.

2004 – 2005

## Pre-trip, En-route and Post-trip inspections.

**P- Petrol**, Ensures fuel tanks are full and spare fuels carried.

**O- Oil**, Ensures I have sufficient oils, check oil pressure and carry spare oils.

**W- Water**, fluids level . Checks radiator and windscreen water levels.

**D- Damages**, checks for damages and makes sure they will not affect performance.

**E- Electrical**, Ensures all electrical systems are functional. Eg. Headlights and gauges.

**R- Rubber**, Ensures tires have tread, pressure , spare tires are functional, Emergency and first aid kit loaded into vehicle.

Punctuality

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Team Working

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## Languages

Kiswahili

English

## Hobbies

Travelling.

Hiking.

Listening to country music.

## Extra-curricular activities

### Nairobi

Volunteer at the Kenya Redcross Society.

Supports the humanitarian work of the organization and contributes towards improving the lives of those in need. By sacrificing my time, skills, and resources

## Internships

**Plant operator , Tata, Magadi.**

## Competencies.

**Adaptability.** Adapts to changes in the work environment, Manages competing demands, changes approach or method to best fit the situation. Able to deal with frequent changes, delays, or unexpected events.

**Attendance/Punctuality.** Always consistent at work and on time, ensures work responsibilities are covered even when absent, arrives at meetings and appointments on time.

**Dependability.** Follows instructions, responds to management direction, takes responsibility for own actions, Keeps commitments commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate personnel with an alternate plan.

**Quality.** Demonstrates accuracy and thoroughness.

Looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

**Safety and Security.** Observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.

## Relevant skills.

Adapts to new situations and challenges to enhance corporate brand.

Proven ability to drive vehicles with manual transmission/operating computer related equipments and able to monitor process parameters such as gauges.

Clear communicator with service oriented nature and multi-tasking expertise.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals, solicits inputs by genuinely valuing other's ideas and expertise.

Willing to learn from others, places team agenda before personal agenda, Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients point of view, I establish and maintain productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions, Monitors ongoing developments inside and outside the clients environment to keep informed and anticipate problems, keeps client informed of progress or setbacks in projects, meets timeline for delivery of products or services to client.

## **Duties and Responsibilities.**

### **Vehicle/Machine Operation Duties:**

**Driving:** Safely operates a variety of vehicles, including trucks, cars, or other equipment.

**Route Planning:** Determines the most efficient routes for trips.

**Loading/Unloading:** Loads and unloads goods, materials, or equipment.

**Inspection:** Performs daily operational inspections of vehicles, including tires, lights, brakes, etc.

**Safety:** Adheres to safety protocols and emergency procedures.

**Maintenance:** Performs basic maintenance tasks like oil and greasing, belt adjustments, and minor repairs.

**Cleanliness:** Maintains the cleanliness of vehicles or equipment.

**Reporting:** Reports any problems or needed repairs to supervisors.

### **Responsibilities:**

**Communication:** Communicates effectively with clients, colleagues, and dispatchers.

**Customer Service:** Provides a high level of customer service and professionalism.

**Record Keeping:** Keeps accurate records of mileage, fuel consumption, and maintenance.

**Compliance:** Adheres to traffic laws, company policies, and safety regulations.

**Troubleshooting:** Identifies and resolves minor mechanical issues.

**Operation Monitoring:** Watches gauges, dials, or other indicators to ensure the machine is working properly.

**Quality Control:** Conducts tests and inspections to evaluate the quality or performance of the equipment or its output.

## **References**

**References available upon request**

# NYAKIO PLANT OPERATORS AND DRIVING SCHOOL



P.O BOX 1825-01000, THIKA

0721260564, 0721260420

**This is to certify that**

**BILLGATES MOORI MATUMBI**

entered this institution on 18<sup>th</sup> July and left on 29<sup>th</sup> August 2017 having satisfactorily completed the approved course in the instruction of Plant Operation and Maintenance on Motor Grader, Roller, Fork Lift, Shovel, Excavator, Bull dozer and Classes BCE of Motor Vehicles.

Admission No 1034

**The Following areas were covered:**

- Choice of Plant and Uses
- General Maintenance and Simple Repairs
- Highway Code and Safety
- Good Workmanship and Precision

The above named student is well versed in the above named machinery and is of good conduct. We recommend him/her for any jobs pertaining to this field of work.

**Course No 052**

**Course Duration 18<sup>th</sup> July 2017 to 29<sup>th</sup> Aug 2017**



# **NYAKIO PLANT OPERATORS AND DRIVING SCHOOL**



P.O BOX 1825-01000, THIKA

0721260564, 0721260420

**This is to certify that**

**BILLGATES MOORI MATUMBI**

has successfully completed a course in instruction of Plant Operation and Maintenance on Motor Grader, Roller, Fork Lift, Shovel, Excavator, Bull Dozer and Classes BCE of Motor Vehicles.

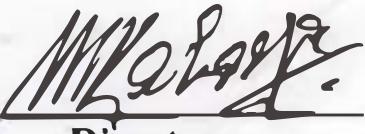
**The Following areas were covered:**

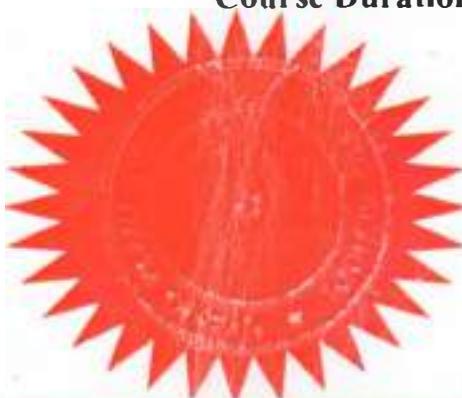
- Choice of Plant and Uses
- General Maintenance and Simple Repairs
- Highway Code and Safety
- Good Workmanship and Precision

**Course No 052**

**Course Duration 18th July 2017 to 29<sup>th</sup> Aug 2017**

  
**Manager**

  
**Director**





# DRIVING LICENCE

REPUBLIC OF KENYA - JAMHURI YA KENYA



Surname  
**MATUMBI**  
Other Names  
**BILLGATES  
MOORI**  
Date of Birth  
**1991-02-05**  
Sex  
**Male**  
Blood Group  
**A POSITIVE**

National ID No:

**28573912**

Driving Licence No:

**IDL-CF6619**

Date of  
Issue/Renewal

**06 September  
2017**

Date of Expiry

**08 April 2026**



**LICENSING OFFICER**  
ISSUED BY NATIONAL  
TRANSPORT AND  
SAFETY AUTHORITY

CATEGORIES OF VEHICLES	DATE OF ISSUE	DATE OF EXPIRY
A1	06 September 2017	08 April 2026
A2	06 September 2017	08 April 2026
A3	06 September 2017	08 April 2026
B	06 September 2017	08 April 2026
C1	06 September 2017	08 April 2026
C	06 September 2017	08 April 2026
CE	06 September 2017	08 April 2026
CD	06 September 2017	08 April 2026
D1	06 September 2017	08 April 2026
D2	06 September 2017	08 April 2026
D3	06 September 2017	08 April 2026
E	06 September 2017	08 April 2026
F	06 September 2017	08 April 2026
G	06 September 2017	08 April 2026

## NATIONAL POLICE SERVICE



## DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS

P.O.Box 30036-00100 GPO, NAIROBI, KENYA

Ref. No. PCC-L5SRJL7NW

Date. 3 July 2025

## POLICE CLEARANCE CERTIFICATE

*I hereby certify that the fingerprints recorded from***BILLGATES MOORI MATUMBI***holder of ID No. 28573912 have been searched in Criminal Records**Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.*

## REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): **NIL**RESULTS OF TRIAL: **NIL**DATE: **NIL****This Certificate has been issued without any alteration or any  
erasure**

(W.N KIRAI)

**For: Director, Directorate of Criminal Investigations  
(P.T.O)**

**NOTE:** This is a computer generated certificate, to verify the authenticity of this document,  
use the link <https://dci.ecitizen.go.ke/verify>,  
send DCI to 21546 Then Dial \*512# and select "Police Clearance"

## REMARKS

2. OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

3. OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

4. OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

5. OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**

7. OFFENCE(S): **NIL**

RESULTS OF TRIAL: **NIL**

DATE: **NIL**



## MINISTRY OF FOREIGN AND DIASPORA AFFAIRS



AD-M7SN4PLY

### AUTHENTICATION CERTIFICATE

I, **KAREI MWENDA**, Principal State Counsel, in the Legal Services Directorate of the Ministry of Foreign and Diaspora Affairs of the Republic of Kenya,

**DO HEREBY**, certify that the attached Police Clearance Certificate Ref No. **PCC-L5SRJL7NW** in respect of **BILLGATES MOORI MATUMBI** bears the Signature of **W.N KIRAI**, for Director, Directorate of Criminal Investigations, Kenya.

**GIVEN UNDER**, my Hand and the Official Stamp of the Ministry of Foreign and Diaspora Affairs, this Friday, 25 July 2025.

Principal State Counsel,  
Legal Services Directorate



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The authentication affixed hereon solely attests to the genuineness of the signature, seal and/or stamp of the issuing authority as it appears on the attached document

