

Professional Summary

Reliable and safety-conscious Driver with over 3 years of proven experience in staff transport, mail and package delivery, vehicle maintenance, and administrative support. I am skilled in defensive driving, record keeping, and maintaining vehicle safety and compliance. I am known for integrity, confidentiality, punctuality, and excellent interpersonal skills. I hold a clean valid Kenyan driving licence (Classes A2, B, C, C1).

Core Competencies

- Safe and defensive driving
- Route planning and road network familiarity
- Staff transport and delivery coordination
- Vehicle safety, custody, and cleanliness
- Trip logging, mileage, and fuel consumption tracking
- Minor vehicle repairs and basic mechanical skills
- Record keeping and reporting
- Time management and quick decision-making
- Integrity, confidentiality, and professionalism
- Strong communication and interpersonal skills
- Team player, guest-oriented, and service-minded

Professional Experience

Driver / Delivery Personnel

Treel Investment Limited – Utawala, Nairobi

February 2022 – November 2025

- Collected and delivered mails, packages, equipment, stock, and spare parts to clients, institutions, and offices in a timely and secure manner.
- Facilitated staff transport using the assigned vehicle while ensuring passenger safety and professionalism at all times.
- Maintained accurate delivery, trip, mileage, and fuel consumption records, ensuring accountability and confidentiality.
- Conducted daily and periodic vehicle inspections (tyres, brakes, lights, fluids, tools, cleanliness) and reported maintenance needs promptly.
- Ensured availability of all required vehicle documents and supplies, including insurance, registration, logbooks, first aid kit, and spare parts.
- Ensured the vehicle was used strictly for official duties, minimizing wastage and fuel misuse.
- Maintained cleanliness and good condition of the vehicle before, during, and after use.

- Followed all required procedures in the event of accidents or incidents, in line with regulations.
- Prepared and submitted monthly vehicle reports within scheduled timelines.
- Assisted with office errands and administrative duties when not undertaking transport duties.
- Built strong working relationships through courteous, service-oriented engagement with staff and clients.

Education

Bachelor of Science (BSc) – Agricultural Economics and Resource Management

Moi University

Graduated: 2008

Computer proficiency (ICDL)

Institute of Advanced Technology

2004

Licenses & Certifications

Valid Kenyan Driving Licence – Classes A2, B, C, C1 (Clean Record)

Certificate of Good Conduct (Current)

- Additional Skills: Conversant with Google Maps and smartphone navigation tools
- Able to work flexible hours with minimal supervision
- Fluent in English and Kiswahili (spoken and written)

References

Available upon request