

# CURRICULUM VITAE

## Personal Information

Name: Paul Muniu Ngaroga

Date of Birth: May 20, 1992

ID/Passport No: AK0716254

Address: P.O. Box 831 – 00232, Ruiru, Kenya

Mobile: +254 731 560 213

Email: muniungaroga@gmail.com

Nationality: Kenyan

Gender: Male

Marital Status: Single

Driving License: Class BCE

## Career Objective

Experienced and safety-conscious Driver with over 6 years of experience in both company and private transportation roles. Skilled in defensive driving, route planning, vehicle maintenance, and customer service. Dedicated to ensuring timely deliveries, passenger comfort, and adherence to traffic regulations.

## Academic Background

GITARE Secondary School

Kenya Certificate of Secondary Education (KCSE) – Grade C+

Year Completed: 2010

## Professional Experience

- Swift Logistics Kenya Ltd – Nairobi, Kenya
  - Position: Company Driver
  - Duration: February 2021 – Present
  - Responsibilities:
    - Operate company vehicles for goods delivery across Nairobi and upcountry routes.
    - Maintain accurate trip and delivery logs.

- Conduct regular vehicle inspections and minor maintenance.
  - Ensure compliance with traffic laws and company safety standards.
- Kenya Power & Lighting Company (KPLC) – Thika Branch
  - Position: Driver / Field Assistant
  - Duration: June 2018 – December 2020
  - Responsibilities:
    - Transport staff and materials to work sites.
    - Ensure timely response to field service requests.
    - Maintain cleanliness and functionality of assigned vehicles.
    - Assisted in documentation and report delivery between departments.
- Express Courier Services – Nairobi, Kenya
  - Position: Delivery Driver
  - Duration: January 2015 – May 2018
  - Responsibilities:
    - Delivered packages and documents to clients across Nairobi County.
    - Maintained a 100% record of on-time deliveries.
    - Handled cash-on-delivery payments and ensured receipts were properly recorded.
    - Maintained vehicle condition and updated maintenance reports.

## Skills

- Defensive and Safe Driving
- Route Planning & Navigation
- Vehicle Maintenance & Inspection
- Time Management & Reliability
- Customer Service & Communication
- Basic Mechanical Knowledge

## Languages

English – Fluent

Kiswahili – Fluent

## References

Available upon request.



**KENYA POWER & LIGHTING COMPANY (KPLC)**

Thika Branch

P.O. Box 30099 – 00100, Nairobi, Kenya

Tel: +254712209225 | Email: [hr@kplc.co.ke](mailto:hr@kplc.co.ke)

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**Date:** October 31, 2025

**TO WHOM IT MAY CONCERN**

**RE: RECOMMENDATION LETTER FOR MR. PAUL MUNIU NGAROGA**

This is to confirm that **Mr. Paul Muniu Ngaroga**, holder of passport number **AK0716254**, was employed by **Kenya Power & Lighting Company (KPLC)** as a Driver / Field Assistant at our Thika Branch from June 2018 to December 2020.

During his tenure with us, Mr. Ngaroga performed his duties with great professionalism, integrity, and efficiency. His responsibilities included transporting staff and materials to various field sites, ensuring the safe handling of company vehicles, and maintaining accurate trip and maintenance records.

He consistently demonstrated excellent driving skills, punctuality, and a strong commitment to safety. Paul was dependable, respectful, and always willing to go the extra mile to support operational needs. His conduct, both on and off duty, was exemplary.

We have no hesitation in recommending Mr. Ngaroga for any driving or transport-related position. We are confident that his dedication, discipline, and positive work ethic will make him a valuable addition to any organization.

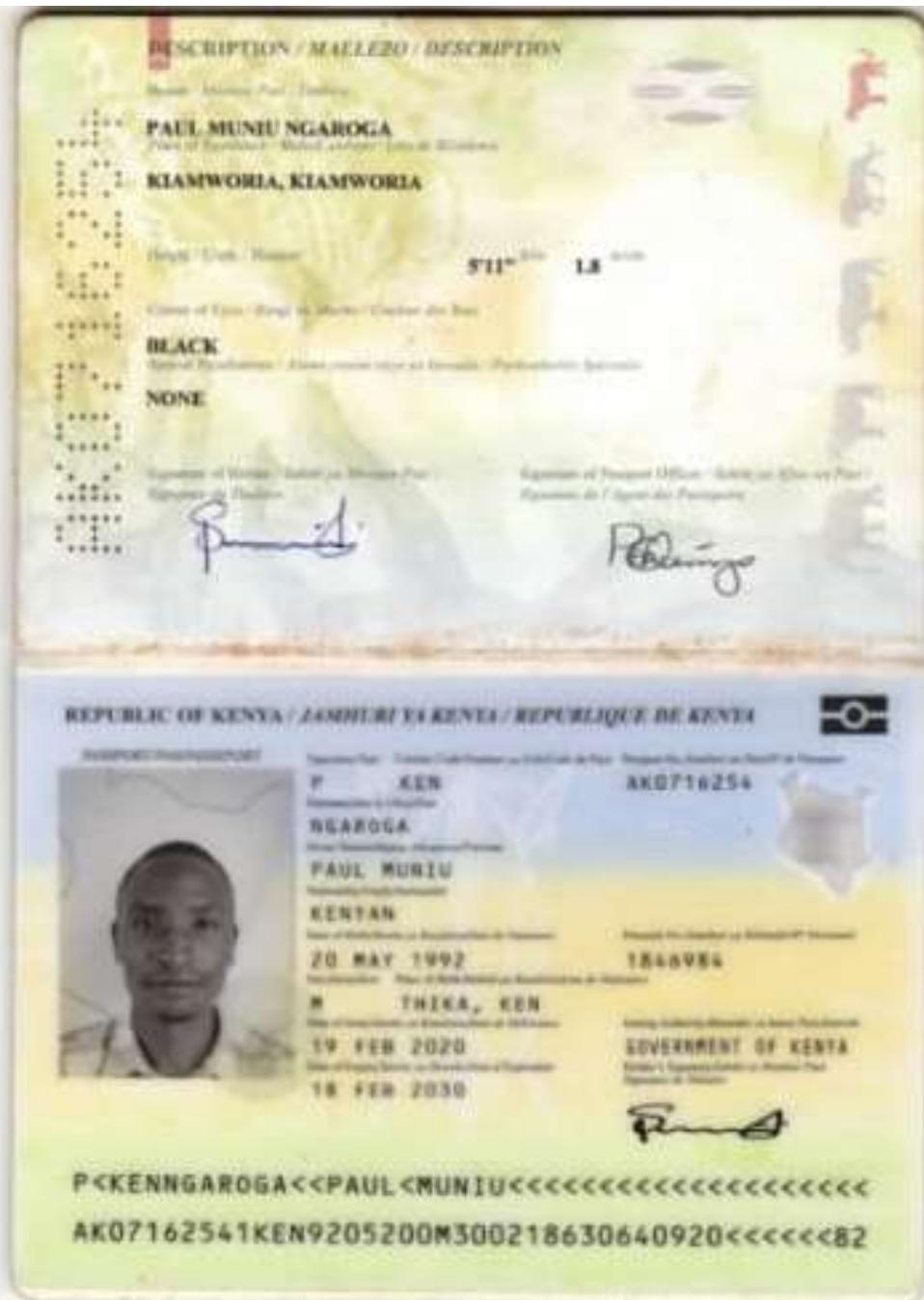
Yours faithfully,

**Martin Kinyanjui**

**Human Resource Officer**

**Kenya Power & Lighting Company (KPLC) – Thika Branch** Email: [hr@kplc.co.ke](mailto:hr@kplc.co.ke)

Tel: +254712209225



# The Kenya National Examinations Council



## KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below.



THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME: MUNIU PAUL NGAROGA  
SCHOOL: GITARE SECONDARY SCHOOL

"M" 03108105/056

	GRADE
101 ENGLISH	B+ (PLUS)
102 KISWAHILI	B (PLAIN)
121 MATHEMATICS	C- (MINUS)
231 BIOLOGY	B (PLAIN)
233 CHEMISTRY	C+ (PLUS)
311 HISTORY AND GOVERNMENT	C+ (PLUS)
313 CHRISTIAN RELIGIOUS EDUCATION	B+ (PLUS)
443 AGRICULTURE	C+ (PLUS)

SUBJECTS NAMED EIGHT MEAN GRADE C+ (PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2011

PRINTED: 100814 142203

Secretary  
Kenya National Examinations Council

This is a security document using special paper and ink.  
Please hold it up to the light to verify that the word  
MUTHIAH and the "KCSE/2011" embossed seal can  
be seen through the paper. Not valid without a hologram.



Chairman  
Kenya National Examinations Council

KCSE /11 0017504



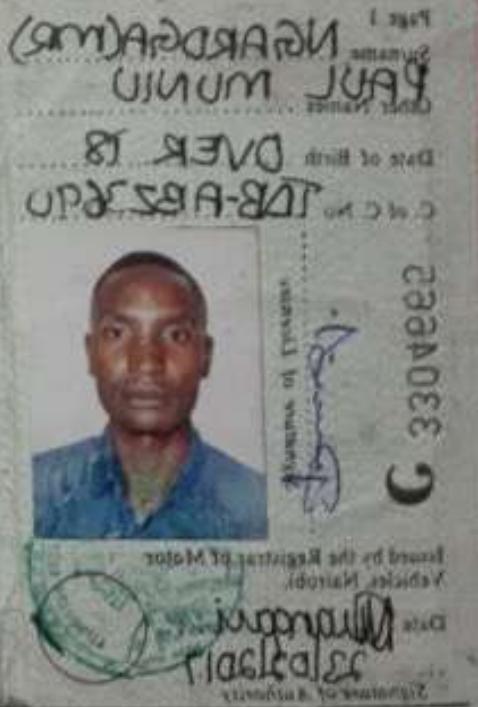
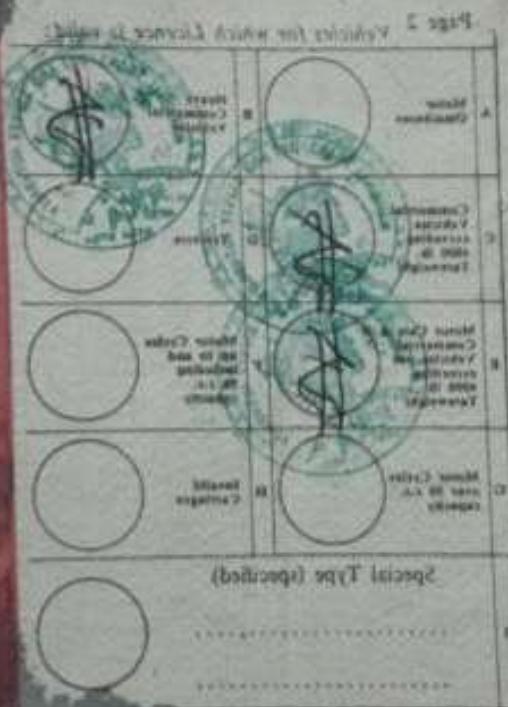
(See reverse for conditions of issue)

0017504



REF. NO. 101-B2154  
DRIVING LICENSE  
SAFETY AUTHORITY  
NATIONAL TRANSPORT AND  
SAFETY AUTHORITY

Send DFL to 22530

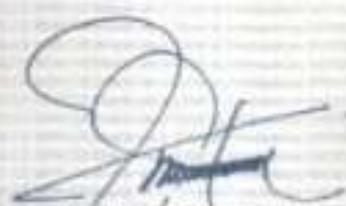


**DIRECTORATE OF CRIMINAL INVESTIGATIONS**

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS  
P.O.Box 30036-00100 GPO  
NAIROBI, KENYA

Ref. No. **PCC-B5TJ2ERA**Date, **11 August 2021****POLICE CLEARANCE CERTIFICATE***I hereby certify that the fingerprints recorded from***PAUL MUNIU NGAROGA**

holder of ID No. **30640920** 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***  
**(P.M. Onyango)**

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

NOTE: This is a computer generated certificate, to verify the authenticity of this document, send DCI to 21546  
Then Dial \*512# and select "Police Clearance"