

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

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

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.



03108105/056



THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME: MUNILI PAUL NGAROGA

M 03108105/056

SCHOOL: GITARE SECONDARY SCHOOL

	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 secure document using special paper and ink. Please hold it up to the light to verify that the word 'MITIHANI' and the 'KENYA' embossed thread can be seen through the paper. Not valid without a hologram.

(See attached for conditions of issue)



Chairman

Kenya National Examinations Council

KCSE /11 0017504



W1708



**NATIONAL TRANSPORT AND
SAFETY AUTHORITY
DRIVING LICENSE
(RENEWAL)**

REF No IDL-821244

Name

PAUL MUNIU NGAROGA

ID No 3066832

is hereby licensed to drive classes of vehicles
Authorized by Official Stamp on page 2 until
28 January 2021 inclusive Fee of Ksh. 650/-
received.

Date 29 January 2020

To validate this document
send 'DL' to 23430

Page 2 Vehicles for which license is valid:

A Motor Cycles	B Motor Cycles	C Motor Cycles	D Motor Cycles	E Motor Cycles	F Motor Cycles	G Motor Cycles	H Motor Cycles	Special Type (specify)

Page 1
Surname
PAUL MUNIU
First Name
NGAROGA (MR)

Date of Birth
OVER 18
C of C No
IDB-A823610



Signature of Licensee

23404002

Issued by the Registrar of Motor
Vehicles Nairobi.
Date 23/01/2021
Signature of Registrar

See Page 4 for Special Conditions

NATIONAL POLICE SERVICE

**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 RECORDOFFENCE(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 DC1 to 31546
Then Dial *512# and select "Police Clearance"