

# Curriculum Vitae

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## Personal Information

**Name:** Kitaka Felix Wambua

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**Nationality:** Kenyan

## Career Objective

Dedicated and versatile professional with extensive experience in IT support, cyber café management, and driving services. Seeking an opportunity in a reputable organization where I can apply my technical expertise, administrative skills, and customer service abilities to contribute to organizational success while furthering career growth.

## Key Skills & Attributes

### 1. Driving Competence

- Skilled in both short- and long-distance driving across varying terrains.

### 2. Safety Awareness

- Strong commitment to road safety and adherence to traffic regulations.
- Ability to anticipate and respond effectively to road hazards.

### 3. Vehicle Maintenance Knowledge

- Competent in performing routine vehicle checks (oil, tires, brakes, lights).
- Ability to identify and report mechanical issues promptly.
- Basic repair skills to handle minor roadside breakdowns.

### 4. Route Planning and Navigation

- Skilled in map reading, GPS use, and route optimization.
- Ability to plan efficient routes while considering road conditions, delivery timelines, and fuel economy.

### 5. Time Management

- Reliable in meeting delivery schedules and deadlines.
- Ability to organize trips to maximize efficiency and minimize downtime.

### 6. Professionalism

- Excellent customer service skills when interacting with clients, passengers, or stakeholders.
- Polite, respectful, and able to represent the employer positively.
- Strong administrative and communication skills

### 7. Physical and Mental Fitness

- Good stamina and concentration for long hours on the road.
- Alertness and quick decision-making abilities in emergencies.

### 8. Documentation and Record Keeping

- Knowledge of maintaining accurate vehicle logbooks, delivery notes, and inspection records.
  - Compliance with legal requirements such as licensing, insurance, and load restrictions.
9. **Teamwork and Communication**
- Ability to collaborate with dispatchers, logistics staff, and other drivers.
  - Clear and respectful communication for smooth operations.
10. **Adaptability**
- Capacity to adjust to changing weather, traffic, and work schedules.
  - Flexibility to handle local and long-haul assignments.
11. Excellent computer skills (applications, networking, and maintenance)
12. IT training and teaching experience

### **Work Experience**

- 2020 – Present | Family Driver
  - Driving employer to and from work (Monday–Friday)
  - Ensuring vehicle safety, cleanliness, and maintenance
- 2018 – Present | Manager | New Generation Computers (Self-Employment)
  - Managing daily operations of the cyber café
  - Purchasing consumables and managing income
  - Computer maintenance and repair
  - Teaching computer applications
- 2013 – 2017 | Assistant Manager | Bofex Computer Centre
  - Oversaw resources, business transactions, and banking
  - Customer service and sales management
  - Taught computer packages
- 2008 – 2013 | Cyber Administrator & IT Instructor | Catholic Media Centre
  - Handled admissions, customer service, and computer training
  - Network administration and system maintenance
  - Provided general cyber services (printing, scanning, publishing, etc.)
- 2007 | IT Help Desk (Attachment) | Sawasawa.com
  - Handled customer correspondence and support
  - Website maintenance and user support
  - General hardware/software troubleshooting

- 2002 – 2003 | Waiter & Cyber Attendant | Mombasa Coffee House
  - Customer service at the coffee house
  - Cyber services and administration
  - Banking and transactions

#### **Education & Professional Qualifications**

- 2018 – Budget Driving School: Driving License (Category C)
- 2004 – 2008 – Machakos Technical Training Institute:  
Diploma in Information Technology
- 2002 – 2003 – Mombasa Polytechnic: Certificate in Computer Maintenance & Networking
- 1997 – 2000 – Kithimani HGM Secondary School: KCSE (Grade C-)
- 1988 – 1996 – Kithendu Primary School: KCPE (421/700)

#### **Hobbies**

- Riding Bike, Walking & playing football
- Reading on emerging IT trends

#### **Referees**

- Ms. Boit – Systems Administrator, Machakos University – 0754 151 845
- Aloise Musyoka – Colleague, Catholic Media – 0701 366 363
- Isabella Kwamboka – Teacher, Kwanthaze Secondary – 0726 634 724