



PAUL KIBOL WANJIRU.

Curriculum Vitae

Nairobi Kenya

Career Objectives

To work with an organization that offers opportunities for professional growth and capabilities on innate creativity skills and further the objectives of my prospective employer.

To commit myself towards the provision of quality services in my capacity aimed at promoting sustainable social and economic development of individuals, institutions and organizations. I am always ready and willing to work in any location given the chance.

Strengths

- Honest, diligent, reliable and self-driven.
- Fluent verbal and Written communication skills
- Able to work under minimal supervisions to meet deadlines
- Good report writing and presentation skills
- Flexible to work in a multi-discipline organization
- Good interpersonal skills
- Ability to observe situations and make appropriate decisions
- Emotional control pressure

Professional Qualifications

(KARWA ACADEMY, QATAR)

Courses Undertaken:

A. (2019) **Attained Heavy Bus Driving license**

B. **(2019) Defensive Driving ;**

- ✓ Knowledge on safe driving techniques
- ✓ Alertness to traffic conditions including mental and physical conditions
- ✓ Foresight to anticipate hazards through road scanning

C. **(2020) Certificate of Professional Competence for Driver Initial Qualification for Bus & Coach Drivers.**

- ✓ Understanding the legal & regulatory environment governing professional driving.

D.(2020) **Electric & Hybrid Vehicle Training**

- ✓ General knowledge about types of Electric & Hybrid vehicles, its operations & hazards around high energy electrical systems

E.(2024) **Rospa Certificate**



Personal Details

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Marital Status: Married

D.O.B: 21st may 1993

Religion: Christian

Nationality: Kenyan

Gender: Male

Areas of Expertise

Driving

Leadership

Personal Skills

Target Driven
Decision Making
Can Do Attitude
Critical Thinking Skills

Languages

English – Read/Write/Speak
Kiswahili – Read/Write/Speak

Hobbies

Driving
Travelling
Interacting with people
Reading

Referees

Available upon request

(PETANNS DRIVING SCHOOL)



europass

Course undertaken

- A. (2014) Attained BCE Driving License
- B. (2015) Attained Heavy Duty Truck Driver

Work Experience

❖ **Company** : Mowasalat Public Transport (KARWA) Qatar
Position : Bus Driver
Period : April 2019 -Present

DUTIES AND RESPONSIBILITIES:

- **Safe Driving:** Operate the bus safely, following all traffic laws and regulations.
- **Passenger Safety:** Ensure passenger safety by assisting with boarding and ensuring proper seating.
- **Route Adherence:** Follow scheduled routes and timings.
- **Vehicle Inspection:** Check the bus daily for mechanical issues and report any problems.
- **Communication:** Keep in contact with the control center for updates or emergencies.
- **Customer Service:** Provide courteous service to passengers, including answering basic queries.
- **Emergency Response:** Be prepared to handle emergencies or accidents in a calm, efficient manner.
- **Cleanliness:** Keep the bus clean and well-maintained inside and out.
- **Punctuality:** Ensure the bus runs on time, making stops as per Schedule.

❖ **Company** : Ndumberi Dairy Co-Operative
Position : Heavy Trailer Driver
Period : December 2015 -December 2018

DUTIES AND RESPONSIBILITIES

- **Safe Driving:** Operate the truck safely, following all traffic laws and regulations.
- **Route Planning:** Plan and follow the most efficient route to deliver goods on time.
- **Cargo Handling:** Load, unload, and secure cargo to prevent damage during transport.
- **Vehicle Inspection:** Conduct pre-trip and post-trip inspections to ensure the truck is in good working condition.
- **Documentation:** Complete delivery paperwork, logs, and fuel records accurately.
- **Customer Service:** Interact professionally with customers when delivering goods.
- **Compliance:** Follow company policies and comply with safety, transportation, and legal regulations.
- **Fueling and Maintenance:** Ensure the truck is fueled and maintain basic vehicle upkeep.
- **Timely Delivery:** Ensure deliveries are made on time and within the specified time frame.
- **Emergency Handling:** Respond quickly and effectively in case of road incidents or mechanical issues.

Academic Qualifications

HIGH SCHOOL DIPLOMA 2010 – 2013

Tin'gan'ga Secondary School

Kenya Certificate of Primary Education (K.C.P.E)
2002-2009
Tin'gan'ga Primary School.