Caren Chepkoech

Driver

Nairobi |+254-794-876-300 |

chepkoechc847@gmail.com

# professional summary

Dependable and safety-conscious driver with a valid **Qatar Driving License and Kenyan License,** and proven experience in corporate and personal driving roles. Skilled in route navigation, time management, and vehicle maintenance. Recognized for professionalism, discretion, and delivering exceptional service. Seeking to contribute to your Company as a Driver, ensuring reliable and efficient transportation of staff, clients, and goods.

# Experience

**Personal Driver – Mohammed Al Kuwari, Semaisma ,Qatar.**

**2024 December – 2025 May.**

* Provided safe, discreet, and punctual transport for family members.
* Managed errands, school runs, and airport transfers.
* Ensured vehicle cleanliness and daily readiness.
* Was always on time.

**Company Driver – Naivas Limited, Nairobi**

**April 2021- September 2024**

* Maintained accurate trip logs and ensured vehicles were serviced on time.
* Supported logistics operations by ensuring timely and secure deliveries.
* Built a reputation for reliability, discretion, and excellent service.
* Transported company staff and visitors safely to scheduled destinations.

# Education

Driving License - Al-Hasba Driving school \_ Al- Khor (December 2024)

Driving License – Digital Driving school \_ Nairobi (December 2020)

Diploma in Business Management – Mount Kenya University (2015–2018)

High School Diploma – Sacred Hill Girls’ High School, (2011–2014)

# KEY SKILLS

* Valid Qatar Driving License
* Valid Kenyan Driving License
* Knowledge of Qatar road systems & traffic regulations
* Defensive & safe driving practices
* GPS & route optimization
* Time management & punctuality
* Vehicle inspection & upkeep
* Professional etiquette & confidentiality
* Good leadership skills
* Team work.

# Awards and Acknowledgements

* Awarded team leader certificate at Naivas Limited for safety and hazard management training.
* Acknowledged for training the new team on company policy and maintenance.

# Languages

* English
* Swahili
* French(conversational)
* Turkish (conversational)

# References

* Available upon request.