

# CURRICULUM VITAE

Thomas Kipleting Tenai

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## **PERSONAL DETAILS**

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## **CAREER OBJECTIVE**

To make the Transport Department more effective with my skills gained over twenty (20) years as Transport Assistant: fleet operation and maintenance, supervision of drivers, vehicle legislation and documentation.

## **WORK EXPERIENCE**

**November 29, 2014 – Current, Transport Assistant (Permanent Contract)  
Transport and Garage Department, University of Nairobi (Nairobi)**

- Ensure proper filing and documentation is in place for all vehicles and motorcycles. Follow up with vehicles and motorcycles clearing, registration.
- Prepare and avail timely reports of Vehicle movement, fuel consumption, maintenance, accidents and other fleet related issues. Generate analysis from reports for the Transport Manager's review and further action.
- Monitor and report the performance of the vehicle tracking system.
- To review payment related to vehicles and motorcycles services, plan & provide training for drivers in consultation with the Transport Manager.
- Plan, organize and manage the work of Drivers to ensure that the work is accomplished in a manner consistent with the University of Nairobi Transport Policy.
- Supervise drivers as required.
- Maintain vehicle service and inspection records to ensure compliance with manufacturers' servicing schedules and ensure all vehicles are cleaned and in good condition.
- To receive initial accident reports and to follow up with Police and Insurance Company in collaboration with the respective managers in line with WV vehicle policy.

**October 21, 2005 – November 29, 2014, Assistant Transport Officer (Renewable Contract)**

**Transport and Garage Department, University of Nairobi (Nairobi)**

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- Supervise drivers as required.
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- To receive initial accident reports and to follow up with Police and Insurance Company in collaboration with the respective managers in line with WV vehicle policy.

**October 18, 2004 – October 20, 2006 (Renewable Contract)**

**Transport and Garage Department, University of Nairobi (Nairobi)**

- Safely transporting University staff and students as well as various products and materials to and from specified locations in a timely manner.
- Assisting with the loading and offloading of staff luggage, products, and materials.
- Adjusting travel routes to avoid traffic congestion or road construction.
- Promptly informing the Transport Officer of any tickets issued against the University vehicle during work hours.
- Ensuring that the University vehicle is always parked in areas that permit parking in order to avoid towing.
- Keeping the University vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the University vehicle's coming and goings (work ticket book).
- Reporting any accidents, injuries, and vehicle damage to the Transport Officer.

**QUALIFICATIONS & PROFESSIONAL DEVELOPMENT**

- International Diploma in Logistics & Transport (Chartered Institute of Logistics and Transport, UK) February 19, 2018.
- International Certificate in Logistics & Transport (Chartered Institute of Logistics and Transport, UK)
- Information Technology Application (ICT) 14<sup>th</sup> June 2018
- Kenya Certificate of Education (Division II) –Lelmokwo High School.

**SHORT COURSES**

- June 05, 2007: Kenya Red Cross Society at the Kenya School of Monetary Studies.  
**Basic First Aid.**

## **REFEREES**

**1. Prof. Julius M. Ogola**

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University of Nairobi,  
P.O. Box 30197 - 00100, Nairobi.  
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**2. Mr. Joshua Nyang'au**

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**3. Mr. Benedict Kiambi**

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