



**CHARLES MUCHIRI**

**NAIROBI, KENYA**

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Heavy Truck Driver

## **PROFESSIONAL SUMMARY**

Holds a Class A CDL with a clean driving record and experience in trucking, safely operating different types of vehicles and ensuring timely delivery of goods. Proficient in vehicle inspections, route planning, and compliance with safety regulations.

Experienced heavy truck driver with over 8 years of excellence in operating light, medium, heavy-duty vehicles and Shuttle Bus. Proven ability to transport materials efficiently and safely in high-stakes environments, including UN missions. Strong understanding of safety protocols, vehicle maintenance, logistical coordination, Proficient in Microsoft Excel and emergency response procedures.

## **PROFESSIONAL EXPERIENCE**

**RA International (UN Mission) — *Somalia***

**Water Booser, Flatbed & Dump Truck Driver**

**Feb 2020 – Present**

- Delivered water and construction materials across sites and within the UN compound.
- Operated flatbed trucks to transport containers and dispose of vehicles.
- Used spray attachments for dust suppression and cleaning tasks.
- Demonstrated heavy lifting skills by safely transporting items up to 60 lbs. using proper lifting techniques and material handling equipment."

- Performed daily safety checks and reported to MHE line manager.
- Demonstrated cultural sensitivity by effectively communicating and building rapport with individuals from diverse backgrounds in a fast-paced service environment.
- Operated shuttle buses for scheduled routes, ensuring passenger safety, timely service, and friendly customer interactions
- Performed general office duties including scheduling, data entry, and document management to support daily operations and ensure organizational efficiency.
- Performed routine inspections of equipment and work areas to ensure safety and compliance with organizational standards
- Maintained accurate vehicle logs and ensured equipment was fueled and operational.
- Worked outdoors in various settings, demonstrating strong physical endurance and effective teamwork in all weather conditions
- Provided support services by assisting clients with information, resolving issues efficiently, and ensuring a positive experience through clear and compassionate communication.
- Proficient in Microsoft Office and Google Workspace; skilled in data entry, email communication, and managing digital files efficiently

**China Road and Bridge Corporation — Kenya**

**Truck Driver / Dump Truck Operator**

**Mar 2017 – Jan 2020**

- Transported construction waste, sand, ballast, and debris.
- Ensured proper loading/unloading and followed route safety protocols.

- Maintained vehicle condition records and executed minor maintenance.
- Reported unsafe practices and adhered to site safety standards. Demonstrated strong time management skills by consistently meeting deadlines, organizing tasks efficiently, and prioritizing workloads in high-pressure environments
- Proficient in Microsoft Word, including document formatting, template use, mail merge, and collaborative editing features.
- Provided exceptional customer assistance by addressing inquiries, resolving complaints, and ensuring a positive shopping experience.
- Maintained high health and safety standards by following proper procedures, conducting regular inspections, and ensuring compliance with Company guidelines

**Reach Logistics Limited** — *Kenya*

**Delivery Driver (Medium & Light Trucks)**

**Jun 2014 – Jan 2017**

- Delivered goods and mail to clients across various destinations.
- Verified delivery details and planned optimal routes.
- Proficient in Microsoft Office and Google Workspace; experienced with email communication, spreadsheet management, and using collaboration tools to support team productivity
- Collected payments, completed paperwork, and conducted vehicle checks.
- Performed quality assurance testing on products to ensure compliance with industry standards, identifying defects and implementing corrective actions to improve product reliability

- Increased sales by 25% over a 6-month period by implementing targeted marketing strategies and improving customer engagement through personalized communication
- Monitored environmental hazards and contributed to community health initiatives, ensuring compliance with local and federal environmental health regulations

## **EDUCATION**

- High School Diploma

## **CERTIFICATIONS**

- Defensive Driver's Certificate
- Kenyan Driver License (A CDL)
- Certificate in ICT & Entrepreneurship – 2013
- Certificate in Microsoft Office – 2012
- Fuel Management and Monitoring

## **SKILLS**

- Heavy Truck Operation (Manual & Automatic Transmissions)
- Defensive & Safe Driving Techniques
- Vehicle Inspection & Preventative Maintenance
- Logistics & Transportation Coordination
- Hazard Communication & Personal Protective Equipment (PPE) Compliance
- Forklift Operation Experienced
- Occupational Health & Safety Awareness
- Ground Guiding & Heat Stress Management Practices
- Map Reading, GPS Navigation & Route Planning
- Strong Verbal and Written Communication Skills
- Proficient Computer Skills (e.g., Microsoft Office, Email, Data Entry)
- Knowledge of safety procedures and emergency response
- Use of technology (radios, CCTV, scanning equipment)
- Attention to detail

## **REFERENCE**

Available upon request.