

ORWA PHILLIP OUMA

PROGRAM/EXECUTIVE DRIVER

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PROFILE

A Defensive, safe, keen and courteous driver with clear sense of purpose, self-driven, able to work with minimal supervision. Able to handle time effectively, an effective operator in any environment. Team Player, able to make independent productive judgments.

CAREER OBJECTIVES

With my over 15 years of safe Defensive and courteous Driving Skills, I will add sustainable value to the organization I represent through focused Defensive, courteous and safe Driving approach and routine compliance with company and Government laid down traffic rules. I will also utilize my skills to establish operational efficiency by capitalizing on group synergy.

ACHIEVEMENTS

- ❖ Driven in Convoys of Former Presidents Barack Obama (USA), Jakaya Kikwete (Tanzania), Mwai Kibaki, Uhuru Kenyatta (Kenya), Former Ambassadors Michael Ranneberger (USA), Former Prime Minister Rt. Honorable Raila Odinga, Chief Cabinet Secretary Musalia Mudavadi, Current President William Ruto and Yoweri Museveni (Uganda) among other Dignitaries.
- ❖ 2010: - Won an Award with Standard Group because of my good performance (Writing sports, Entertainment and business stories, taking Picture's and emerged the best Quarter Driver) and putting extra efforts in my duties (<https://muckrack.com/phillip-orwa/articles>).
- ❖ 2013: - Was awarded a Certificate of Recognition for being the best Driver for the year Q2
- ❖ 2013: - Awarded a certificate by Standard Group of recognition for putting extra efforts in my duties
- ❖ 2017: - Was Awarded a Certificate by Riley Falcon for putting extra efforts in my work

PROFESSIONAL TRAINING

2024- HEIST (Hostile Environment Individual Security Training), Conducted by NRC.

Modules included: - Basic First Aid – Situational Awareness – Response to Active Shooter; Avoid, Deny, Defend – Safety Mission Planning & QRB – Fire Safety – Basic Communication – Behavior under Fire – Behavior in Capture/Captivity/Detention – Conflict De-Escalation

2024- Fire Safety Course, Conducted by Safety Net

2023 - First Aid Course, conducted by Safety Net

- 2023:** - Safety & Wellness Benchmarks: A case Management Measurement tool conducted by International Rescue Committee
- Preparing and Responding to Active Shooter incidents offered by United Nations Department of Safety and Security
 - BSAFE- Conducted by United Nations Department of Safety and Security
 - Effects of Emergency & Health Nutrition conducted by Save the Children
 - Introduction to First Aid conducted by Humanitarian Leadership Academy
 - Office 365 Training conducted by Norwegian Refugee Council
 - Introduction to International Humanitarian Law conducted by Humanitarian Leadership Academy.
 - Foundations to Combat Labor Trafficking conducted by International Rescue Committee.
 - Labor Trafficking Outreach Fundamentals conducted by International Rescue Committee.
 - Digital Skills Level 1 conducted by Ajira Center Umoja
 - Introduction to Digital Journalism- Conducted by Reuters

2019: - Did Defensive Driving Training with Isuzu East Africa

2018 & 2017: - Did Defensive Driving Training with Diamond Defensive Driving College.

2017: - Did Drivers Training Guide on the Usage of a Ford Ranger with CMC Motors Nairobi.

2015: - Did Defensive Driving with Kenya Institute of Defensive Drivers

2013: - K-Met: - Underwent a family planning abortion values course at K-Met Offices in Kisumu

2009 Ministry of roads and public works

Did occupational test for drivers (passed with grade 3)

2005 Ministry of roads and public works

Did a suitability test and obtained 75% Marks.

2003-2004 Holiday Inn Hotel Certificate in Room Servicing, Hygiene and Sanitation, And various floor care techniques.

2002: Pam Driving School: Certificate in Driving

Work History

March 2023-Date

NORWEGIAN REFUGEE COUNCIL

Program Driver-Regional Officer

- Drives the Regional Director, removes and or affixes the Ceremonial Flag when he's not in the vehicle and wipes/cleans the car off dirt in readiness for the next move.
- Drives the Regional Programs Support Director, Directors and Managers plus other Senior staff to State functions/Events and Other Program related Events as directed and Authorized by the Fleet Officer and Regional Logistics Manager.
- Picks and Drop Note Verbale Communications from Ministry of Foreign Affairs, Huduma Center and other Government and Agencies that include ECHO, UNHCR, ICRC, IOM among others.
- Transports NRC staff, visitors, documents and goods/materials to designated destinations when officially approved
- Adheres to NRC policies, tools, handbooks and guidelines
- Prepares and develop status reports as required by management
- Performs my work according to the work and development plan Specific responsibilities
- Ensures the safety and security of the passengers, the goods and the vehicle
- Picks and Drops Senior Directors from OSLO and other Regions at the Airport and Drops them to their Hotel Rooms. Also picks their luggage from the baggage hall at the JKIA.
- Ensures cleanliness of the vehicles assigned to me.
- Immediately report's accidents, breakdowns and needs of repair and general maintenance/service in time.
- Respects the local traffic regulations and the NRC logistical, drivers and vehicle policies at all times
- Maintains the vehicle in proper operating condition at all times, including keeping the vehicle clean, ensuring enough fuel, checking the technical state etc.
- In liaison with the line manager, arranges for repairs and servicing
- Ensures the assigned vehicle has all the necessary documents and equipment i.e., vehicle insurance, licenses, logs, first aid kit, necessary spare parts and tools, etc.'
- Maintains the logbook for all trips
- Ensures Filing of all vehicle records and reports Qualifications

January 2022 December 2022

HOPE worldwide Kenya-NGO

Program Driver

Responsibilities: -

- Smoothly Drove the Director's, Program Manager, Program Administrator, Finance Director, and other Senior Staff to various parts of the country/functions as Directed and ensured I didn't engage gears, brake and overtook other vehicles harshly.
- Followed the defensive driving practices of ensuring that I keep safe distance, drove on the safest lane, and drove at a controllable pace considering the local weather, was always ready to adapt to any changing weather pattern, while adhering to the Kenyan Traffic Act, NTSA Guidelines, HOPE Worldwide Kenya and the Driving Laws of Kenya.
- Did Daily Checks of the Engine Oil, Brake Fluid, Wiper Water Fluid, Power Steering Fluid Levels, Gear Box Fluid levels, and drained air from frenoh (air braking) tank when I used the Iveco truck.
- Ensured the Validity of Inspection Certificates, Insurance, Municipal licenses, and other licenses like the branding, public health amongst others
- Ensured timely servicing of the Vehicles assigned to me, their greasing, wheel balancing and alignment amongst others.
- Maintained strict confidentiality on all conversations and information heard during transport assignments.
- Maintained awareness of road systems and conditions by monitoring news and traffic reports, adjusting routes as necessary to avoid delays.
- Reported Any Malfunctions, Incidences and Accidents (If there were Any) to the Immediate Supervisor and Project Administrator.
- Did Monthly Timesheet, Fuel Consumption Analysis, Mileage Summary Analysis, Transport Log reports and any other report that may have aroused.
- Drove the Vehicles assigned to me, to various places safely to enable Clinicians, HTS's, Counselors, Pear Leaders, Health Workers reach Key Population (KP) Clients safely.
- Dropped different types of Medication to the infected and affected clients while maintaining discreteness on my line of duty.
- Picked and Dropped Office stationaries, Mails, and other Items as directed by the management.

2020- 2022

HOTPOINT APPLIANCES LIMITED

Delivery Driver

Responsibilities: -

- Followed the best Practices for safety while both on and off road, and while loading and unloading Delicate Home Appliances and other goods from the assigned truck or Pick-up.
- Drove the Trucks assigned to me smoothly through engaging Gears, brakes smoothly and overtook and navigated rough roads gently as I carried Delicate Home Appliances to Various Locations across Kenya.
- Communicated with Dispatchers, Team Leaders and the Transport Coordinator to ensure safe deliveries of Delicate Home Appliances that included Washing Machines, Cookers, Television Sets, Home Theaters, Nutribulet, Irons and all other brands supplied by Von, Samsung, LG, Bosch, Faber, Simfer, Kenwood, Delonghi, NutriBullet, Nutricook, Beurer, Ariston, Braun, BaByliss, Nostalgia, Luminarc, Pyrex among others.
- Did daily logs of the Movement trips, Fuel and clock in time management.
- Met Delivery Deadlines, through taking the shortest, quickest and safest routes.
- Ensured the efficiency and smooth running of the vehicles through regular services and checkups.

- Ensured regular checks of oil, brake system, cooling system, and tire levels among other things.
- Ensured the timely servicing of the vehicles.

2007-2020

STANDARD GROUP LIMITED

Executive Driver

Responsibilities:

- Drove company employees as authorized by the Line manager and supervisor while following the laid down company and traffic policies.
- Ensured the safety of the passengers, goods and equipment there-in, through driving courteously, taking a safe distance and ensuring that I use the safest lane in traffic snarl-ups.
- Ensured the efficiency and smooth running of the vehicles through regular servicing and checkups.
- Maintained strict confidentiality on all conversations and information heard during transport assignments.
- Did daily movement logs, fuel consumption analysis and service reports.
- Maintained awareness of road systems and conditions by monitoring news and traffic reports, adjusting routes as necessary to avoid delays.
- Wrote sports, education and Business articles and took pictures for publication in the standard newspaper/online Edition of the Standard Media Group site (<https://muckrack.com/phillip-orwa/articles>).
- Delivered company assets to and from where directed by the line supervisor or as the company required.
- Delivered company newspaper's Across Different parts of Kenya to vendors on time.
- Ensured that the KTN and Standard crew reached their assignments on-time in order to cover in-depth news and feature stories.
- Executively, smoothly and gently Drove the CEO, Managers, and Editors by not harshly and roughly overtaking, engaging gears and braking and ensured their personal and official stuff were delivered to their office or meeting venue, as Guided.
- Ensured the safety of their stuff, left behind in the Vehicle as they were in a meeting or official engagement.

OTHER WORK HISTORY

2006-2007

STANDARD EXPRESS

Executive Driver/Office Assistant

2006-2006

A.H CONNECTION

Executive Driver/Office Assistant

2004-2006

HOLIDAY INN MAYFAIR

House Keeper/Gym Assistant

COMPUTER SKILLS

Microsoft office suite (word, Excel, PowerPoint Access) internet and Email.

HOBBIES-SKILLS

- ❖ Defensive Driver.
- ❖ Team Player.
- ❖ Keen Listener
- ❖ Attention to Details.
- ❖ Swimming.
- ❖ Making new Friends.
- ❖ Long and short distance driving.
- ❖ Writing
- ❖ Photography

REFEREES

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