

Fredrick Togolani Mnkande  
Address: P.O. Box 31602 Dar Es Salaam, Tanzania  
Mobile: +255 785 146 117  
Email: [fredydo58@gmail.com](mailto:fredydo58@gmail.com)



## 1. PROFESSIONAL SUMMARY

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As an adept Professional driver with five years of experience, I have well-rounded background in driving and refined talents in observing transportation, laws and vehicle inspection which make me an ideal fit for the driving position.

Additionally, I am a proven expert in customer service skills and a consistent collaborator. My previous roles have strengthened my abilities in time-management and teamwork, as well as my focused attention to detail and high accuracy.

## 2. SKILLS

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- i. Quality communication.
- ii. Ability to work under pressure.
- iii. Strong analytical and problem-solving skills.
- iv. Experience in preparing accurate reports and records
- v. Excellent ability to recognize the needs for vehicle maintenance.
- vi. Attention to detail.
- vii. Knowledge of performing vehicle repairs as needed
- viii. Expertise in database user software to log information at the end of every workday.

## 3. WORK EXPERIENCES

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**2017 – 2018 Worked with Tanzania Broadcasting Corporation (TBC) as a driver for hire in most coverage occasions.**

### **Responsibilities:**

- Follow all state regulations while operating a vehicle.
- Conduct routine maintenance, such as checking oil levels and inspecting tire pressure.
- Pick up passengers from a variety of locations and always ask for their level of satisfaction after a ride.
- Communicate with dispatchers to inform them of whenever a passenger is about to be picked up.
- Provide information to passengers about things to do in the local area.
- Picking up office purchases or other administrative needs
- Interacting with clients in a professional conduct.
- Maintaining an organized travel schedule.

**2015-2017 Worked at Arusha Cargo as a driver**

### **Responsibilities:**

- Responsible for day to day maintenance of the assigned vehicle including checking oil, water, battery, brakes, tires etc.; and ensuring it remains undamaged and in working order.
- Maintaining the vehicle travel and maintenance log as per policy
- Managing the daily mileage record and petrol consumption.
- When dealing with outside organizations, presenting Arusha cargo in the best possible manner by being tidy, helpful and courteous.
- Reporting to the Supervisor immediately as possible any accident involving an organization vehicle and assisting in the investigation of and follow up to any such accident.

**2014 to 2015 - Worked at National Electoral Commission (NEC) as a Mechanics.**

**Responsibilities:**

- Fixing the machines that were used on registering people on voting cards.
- Prepare the software for registering people for voting on coming election.

#### **4. EDUCATION BACKGROUND**

**2019 – 2019** Attended Training on Advanced Driver Grade II (VIP) at National Institute of Transportation (NIT)

**2012 - 2013** Certificate in Business Administration at Aseki Business School

**2011 - 2011** Driving course at Tanzania Drivers Instruction Association

**2010 - 2011** Attended Training on Computer Application at Emarks Education Centre

**2009 - 2010** Certificate of Competence in Motor Vehicle Mechanics Level One at Vocational Education and Training Authority(VETA)

**2007 - 2010** Certificate of Secondary Education Examination (CSEE) Kongowe Polytechnic Secondary School.

#### **5. REFEREES**

<b>Lugano Joseph Mwakalinga</b> Auditor I, National Audit Of Tanzania P.O Box 950 Dodoma Phone no: +255 766 455 247	<b>Rashid Hussein Mohamed</b> Truck Sales Manager Mobikey Truck & Bus Tanzania P.O. Box 7625 Dar Es Salaam Phone no: +255 689 049 666	<b>Anthony M. Bello</b> Monitoring & Evaluation Officer, Plan International – Mwanza. Mob#:0747151739/0714615551 Email: beloanton@gmail.com
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