

KIYEGGA MATHEW
P.O BOX 729 KAMPALA
MUKONO - UGANDA,
Tel: +256(0)772354194
Email:mktoursafaris@gmail.com

**TO THE
HUMAN RESOURCES MANAGER**

Dear Sir/ Madam,

RE: APPLICATION FOR THE POSITION OF BUS DRIVER

I am a male Ugandan aged 44years with a 18 years driving experience free accident permit. The success of every safari largely depends on your driver/guide your guide is responsible for the success of the safari and the well being of the clients.

I have good records of cleaning and maintenance of the vehicles with Defensive driving skill and tours and travel guide skills and it is possible for me to comprehensively prepare and work with clients.

I am also willing to undergo training which will enable me to be suitable and able to perform for the organization in order to actively participate in promoting team cohesion so as to achieve the organizations set goals and objectives.

I humbly submit my application to be considered for the post of Bus Driver in your organization.

For any other information attachedherewith copies of my curriculum vitae and academic papers.

I will be grateful for your consideration.

Yours Sincerely

Kiyegga Mathew
P.O Box 729 Kampala, Uganda
Email: mktoursafaris@gmail.com
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CURRICULUM VITAE

I have outstanding records in job performance and self motivation as regards to driving heavy and light vehicles and their maintenance.

Time management and integrity is my priority in my job accomplishments, humble and respect as well as cleanliness for self and vehicles.

I am so proactive and resolve management personnel with a high mind set of fulfilling my job duties

IDENTIFICATION ATTRIBUTES;

Nationality	Ugandan
Sex	Male
Marital status	Married
Date of birth	03 / 10 /1978

PROFESSIONAL EXPERIENCE;

.Driver for Ntake bakery company Kampala	2016 to present
.Diplomatic Personal driver at the US Embassy Kampala	2010 to 2016
.Driver at MK Tours and Safaris Uganda Limited	2007 to 2009
.Driver at Destiny Travel Agency	2004 to 2006

DUTIES;

- .Driving tourists and diplomatic personal from the airport, to their residential premises
- .Providing Embassy personal with quick and reliable transportation to the embassy and residential locations.
- .Making deliveries to our business premises and client homes.
- .Driving heavy and light vehicles on scheduled routes to pick up and deliver stock.
- .Completing the correct documentations when booking goods and out for delivery.
- .Monitoring the delivery vehicle's cleanliness inside and out side. .Driving in heavy traffic and unsociable hours.
- .Reporting delays, accidents and other traffic situations to the managers.
- .Delivering friendly and professional services to customers
- .Manually lifting and carrying stock from the vehicle to customers premises
- .Safe driving and traffic signs obedience.
- .Having a positive attitude and desire of willingness to learn.
- .Communicating effectively with customers to build a strong working relationship.
- .Completing vehicle inspections including, gas, oil, water, tires, brakes systems and lights

KEY SKILLS;

- .Self motivation.
- .Good communication skills.
- .Good interpersonal skills
- .Active planning for challenging work.

- .Team work building
- .Deadline focusing
- .Self education.

Other skills;

.Computing computer literate, with explicit knowledge and familiarity with Microsoft packages, Ms Dos, Excel and access knowledge of internet and email.

EDUCATION AND QUALIFICATIONS

- .2004 - 2006 Certificate in Automotive Mechanics
- .2004 Certificate in Defensive driving course
- .2001 Certificate in Tours and Travel Safaris [guide]
[certificate in tours and travel guide]
- .1998. Kampala Secondary School.

LANGUAGES;

English fluent excellent in writing, reading and spoken.

.Luganda .Swahili


HOBBIES;


- .Reading inspirational books, local and international business news Magazines
- .Making friends
- .Visiting the elderly.
- .Preaching the gospel
- .Visiting church every Sunday.
- .Looking after orphans
- .Working as a team

I am willing and active to participate and motivate to promote team cohesion so as to achieve organization goals and objectives.

PERCEPTIONS OF SELF

I am ready to work with people in order to get the job done in the best way possible as well as the shortest time possible. I am ready to take chances to learn new things so as to further my abilities, skills and experience

 **REPUBLIC OF UGANDA**
NATIONAL ID CARD



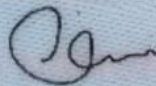
SURNAME
KIYEGGA


GIVEN NAME
MATHEW

NATIONALITY **UGA** SEX **M** DATE OF BIRTH **03.10.1978**

NIN **CM784991006LYJ** CARD NO. **001366613**

DATE OF EXPIRY
15.11.2024

HOLDERS SIGNATURE




UGANDA  **DRIVING PERMIT** 
PERMIS DE CONDUIRE



1,2 Name: **KIYEGA MATHEW**

3 Date of Birth: **02/03/1979** Gender: **Male**

4d ID No: **7903021073866**

4a,4b/11 Validity: **20/03/2020-19/03/2023**

4c Issued by: **UGANDA** 12 Driver Restriction: **0**

5 Permit Number: **10073867/5/1** Issue No.: **1**

9 Code: **B**

10 First Issue: **02/01**

12 Vehicle Restrictions: **0**

7 Holder's Signature: 

Uganda National Examinations Board



This is to certify that the candidate named below sat for the Examination for the Uganda Certificate of Education and qualified for the award of a

Uganda Certificate of Education

DIVISION II

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

KIYEGGA MATHEM

U00188 078

KAMPALA SECONDARY SCHOOL

	<u>GRADE</u>
ENGLISH	4
CHRISTIAN RELIGIOUS EDUCATION	3
HISTORY	5
GEOGRAPHY	6
MATHEMATICS	5
PHYSICS	7
CHEMISTRY	7
BIOLOGY	7
COMMERCE	4

SUBJECTS NAMED NINE

SUBJECTS PASSED NINE

EXAMINATION OF NOVEMBER/DECEMBER 1998

Secretary

Uganda National Examinations Board

Chairman

Uganda National Examinations Board

(See overleaf)

U 356485



THE REPUBLIC OF UGANDA

Ministry of Education & sports
Directorate of Industrial Training
Nakawa Vocational Training Institute
(With JICA Technical Assistance)

LEAVING CERTIFICATE

This is to certify that

Kiyegga Mathew

Successfully completed 2 years craft course in the field
of

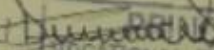
AUTOMOTIVE MECHANICS

FROM May 2004 to May 2006

Subjects covered:

- Introduction to Automotive Industry and Shop Safety
- Preventive Maintenance
- Automotive Servicing and Maintenance
- Service wheels, Tyres, Hubs, Bearings and Steering System
- Operation & Servicing
- Health & Safety
- General Electrical Systems Diagnostics

He/She is awarded this certificate in acknowledgment of completion of the course and passed with a Credit


PRINCIPAL
EDUCATIONAL TRAINING CENTRE
PRINCIPAL LUGOGO





DEFENSIVE DRIVING COURSE

Certificate of Participation

This is to Certify that

Mathew Kivegga

has participated in a Defensive Driving Course

*held at Pope Paul Community Centre from 12th January 2004
to 11th February 2004*

NATION DIRECTOR

TRANSPORT MANAGER



UGANDA SAFARI GUIDES ASSOCIATION

Certificate in Tourist Guiding Level 1

*This is to certify that
Mathew Kiyegga*

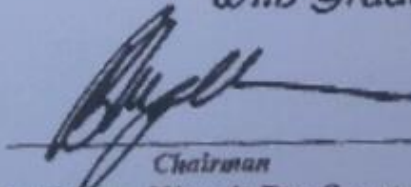
*Has successfully completed a 2 weeks training
course in Tourist Guiding Level 1, and has gained
skills in the following areas:-*

- Caring for Tourists and customers
- Dealing with complaints and Clients Empathy
- Conducting a guided Experience • Hosting skills and etiquette
- Tourist Driving basics • Itinerary development and planning
- Client Nationalities and their expectations
- Plant Identification and naming basics.
- Animal identification and naming basics
- Communication skills • Briefing and talking to clients

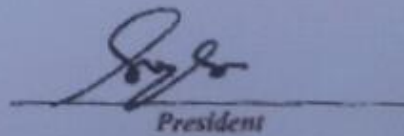
GRADING:

A	80-100%	Excellent	B+	70-79%	Very Good
B	60-69%	Good	C	50-59%	Fair/Satisfactory

With Grade.....A.....


Chairman

Association of Uganda Tour Operators


President

Uganda Tourism Association

REVELATION CHAPEL BIBLE TRAINING CENTER (REBTEC)
Guest House Road, Thinkers Village
Paynesville, Liberia

Certificate of achievement

37 This Certifies

Matthew Ekpega

Has Satisfied Training Requirement in Church Administration, Pastoral Ministry, Finance in Ministry, Principle of Divine Healing, Excellence in Ministry, Walking in the Supernatural, Character Development, Developing a Successful Ministry, Marriage and Family, Pulpit Ministration, the Anointing How God Guides the Believer, Teaching in the Church, Qualification to be used by God, Gift and Callings, Dynamics of Praise and Worship, Branding Media and Internet Service, Prophets, Prophecy, and Prophecyng, Ministerial Ethics, Why Serve in God's House and Biblical Economics and has been awarded this

CERTIFICATE IN MINISTERIAL STUDIES

On this **6th** day of **December** AD **2020**

Matthew Ekpega
Apostle Olori Godwin A.A.
REBTEC International President

