

# PATRICK ONYANGO OKOTH

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## CAREER AND PERSONAL OBJECTIVE

My expertise in **Transport Management** and **Operations Management** has allowed me to identify, plan, and deliver initiatives that increased profits while simultaneously reducing costs. I am respected by staff as a motivator, and visionary able to build loyal and service-focused teams. My "hands-on" leadership style has repeatedly maintained a well-trained group of staff. Seeking a challenging environment that will utilize my skills.

## SKILLS AND COMPETENCE

- Excellent communication, organizational and interpersonal skills.
- Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint, Databases, Spreadsheets, Quick Book and the Internet.
- High level of integrity and positive work ethics
- Excellent Customer management skills.
- Good working knowledge of people and performance management programs, appraisals.
- Judgment/Decision making Skills
- Training and development Skills
- Analytical and time management skills.
- Ability to work under minimal supervision.
- Leadership and hands on management skills.
- Team player and customer focused.
- Full clean current driving license - BCE

## WORK EXPERIENCE

Jan 2020- May,2020: H YOUNG & CO (E. A) LTD.

*Position: Transport and Logistics Manager*

*Duties:*

- Purchasing and maintaining vehicles for deliveries.
- Deciding whether to lease or buy vehicles.
- Assisting in the recruitment of quality drivers into the fleet.

- Developing efficient driver schedules to maximize profits.
- Managing drivers so they adhere to strict schedules.
- Registering and licensing all vehicles under my management e.g NTSA inspection, Kenha exemption permits
- Finding ways to cut costs and maximize profits while transferring various equipment to project sites.
- Developing strategies for greater fuel efficiency.
- Maintaining detailed records of vehicle servicing and inspection.
- Complying with the Ministry of Transport laws and regulations.
- Scheduling regular vehicle maintenance to ensure operational efficiency.
- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules.
- Monitoring driver behavior and ensuring a high level of customer service.
- Analyzing data to increase business operational efficiency.
- Utilizing GPS systems to monitor drivers and track vehicles in case of fuel theft.

Jan 2018- Dec 2019: Mastermind Tobacco (K) Limited.

***Position: Transport Manager***

***Duties:***

- Daily allocation and dispatching of vehicles for all departments.
- Ensure timely arrival and loading of dispatched vehicles to the farms and sales.
- Ensure timely collection of products (Tobacco and agricultural produce) from local and international suppliers.
- Overseeing timely NTSA inspection of all company vehicles.
- Overseeing timely renewal of speed governors for all delivery/prime movers' trucks.
- Scheduling and ensure follow up on timely repair and servicing of all company vehicles at the company workshop.

- Run a daily inspection/checkup for all company vehicles and pool cars.
- Prepare a monthly transport report for department and for subsidiary companies e.g Greenland, NGM company Limited.
- Prepare a monthly report for driver's field and transit drivers' allowances.
- Prepare overtime and transport allowances for the drivers.
- Maintain and work hand in hand with control room for a 24hr tracking of the company's fleet.
- Ensure timely dropping and picking of casual employees for Greenland at the airport.
- Prepare all the requisitions for the spare parts required for the vehicle's maintenance and repair.

August 2016- Dec.2017: Greyhound Travels Solutions.

***Position: Transport & Strategic Manager***

***Duties:***

- Assumes overall responsibility for the transportation section, representing it as and when needed at meetings, and guiding the whole team in its operation and development
- Prepares and analyses regular forecasts and reports
- Responsible for having all the fleet legal documentation up and running
- Ensures monitoring of vehicles are under GPS tracking system and properly managed
- Monitors the service standard of our contracted transportation service provider
- Constantly develops, reviews, refines and refreshes training materials for all positions within transportation section
- Rosters drivers according to anticipated demands
- Schedules and assigns Team Members breaktime

- Regularly inspects vehicle reports for maintenance and acts upon promptly, including but not limited to undue wear to tires, low tire pressure, unusual vehicle engine noise, low water, oil or break fluid levels
- Coordinates vehicle repairs, cleaning and refueling
- Inspects vehicles for cleanliness, inside and out; ensuring that drivers rectify any deficiencies
- Maintains log of fuel consumption and refilling of vehicles
- Ensures Drivers knowledge of Hotel facilities and services
- Documents and reports all vehicles transaction/incident and accident reports.
- Resolves guest complaints ensuring guest satisfaction with our transfer services
- Conducts departmental orientation with new hires as well as conduct training programs on the required job functions in order to meet required standards
- Conducts continuous improvement initiatives trainings with the Transportation team
- Documents pertinent information in the logbook
- Conducts performance appraisals for all Team Members under Transportation department and talks to them daily as an operation review
- Attends and chairs all Transportation Section weekend Meetings as well as meetings called at random by the Management
- Monitors appropriate standards of conduct, uniform, grooming, hygiene and appearance of all Transportation Team Members
- Maintains positive clients relations
- Evaluates the staffing requirements and prepares work schedules weekly, adhering to budget goals
- Regularly checks mileage records for every trip
- Maintains close liaison with all the departments to have a good understanding of other departments operational flows and requirements

- Recommends appointments, promotions and developments of all drivers
- Maintains secured and accurate record of all vehicle keys and vehicle locations (key control)
- Monitors and ensures Team Members perform their job functions professionally and responsibly
- Assumes other duties assigned by Management as required

February 2014- July, 2016: Africabs Tours Limited.

***Position: Transport Manager***

***Duties:***

- Coordinates the interface between transportation functions such as logistics, maintenance and Hotels to ensure efficient, timely, and cost-effective support to the customer.
- Administration of spares acquisition and dispatch to all company vehicles.
- Analysis of transport costs and reporting on all variances for remedial action.
- Ensure the security of motor vehicles in all company operations including fitting of security devices.
- Ensure all motor vehicles comply with statutory requirements
- Scheduling of the vehicles and assigning transfers to drivers and controllers.
- General transport administration.
- Advice management on the appropriate number of vehicles required at all times.
- Ensure that the company fleet is maintained to the level that meets more than statutory requirements.
- To manage daily process of fueling vehicles to ensure that they are prepared for the journey to pick/drop Hotel guests.
- Make weekly and monthly analysis of fuel consumption per vehicle and deal with the anomalous rates.
- To obtain Daily Vehicle Movement Board.
- To introduce, maintain and manage the system of transport key performance indicators consisting of safety records, kilometers

traveled against the amount of fuel consumed and vehicle availability.

- To ensure that all the vehicles are available on time in the Hotel compound and the rules of safety and security are well observed.

Aug 2010 – Dec 2013: Kephys Kenya Limited  
***Position: Transport Manager***

***Duties:***

- Develop key performance indicators to measure the effectiveness of the fleet operations
- In charge of ensuring effective day to day operations of the transport department
- Efficiently managing the transport team (which includes drivers), Fuel and the fleet of vehicles
- Managing, monitoring and developing the transport team to achieve the objective of the company.
- Assisting with the preparation of the transport budget and in charge of maintaining the profit and loss account of the department
- Responsible for all the dispatching, routing and tracking of delivery vehicles for quick turnaround.
- Processing KENHA exemption permits, Inspections and tabulation of annual KRA vehicles advance taxes.
- Ensuring and managing the dispatching of complex and oversized equipment to project sites
- Ensuring company compliance of all transport policies, legislation and procedures
- Identifying operational issues, potential problems, opportunities and devising sustainable strategies to address them
- Appraising staff performance and taking disciplinary measures when required
- Responsible for all HSE investigations and implementing corrective and preventive actions
- Develop key performance indicators to measure the effectiveness of the transportation operations
- Conduct investigations to determine causes of transportation accidents and to improve safety procedures
- Direct investigations to verify and resolve customer complaints
- Interview, select, coach, train, manage, and appraise the performance of transportation personnel
- Remain current with latest transportation technology systems and procedures

Dec 2005 - May 2009: Akamba Public Road Services Ltd

***Position: Western Regional Transport Manager***

***Duties:***

- Ensure maximum discipline is maintained in the Maintenance Team and promptly report to the HRM any deviations for necessary corrective action.
- Procuring regional spare parts for the vehicles and ensuring that spare parts are bought from authorized dealers and fitted on time.
- Handling all regional traffics, insurance and investigating accident cases on behalf of the company and prepare reports.
- Supervise the preparation, updating and filing of proper maintenance records as a regular practice
- Verification of motor vehicles repairs/maintenance invoices and forwarding them to accounts for approval.
- Prepare monthly workshop performance report e.g. on scrap analysis, fuel, breakdown, maintenance trucking etc and forward to the operations manager.
- Identify training needs of the driver/Workshop Team and propose the necessary training required to bridge the gaps for better efficiency.
- Preparing consolidated monthly fleet expenses reports for all vehicles and following up with sub branch offices for buses operations reports
- Planning daily schedule of vehicles/drivers to various routes.
- Ensuring Collection and banking of both parcels and booking daily cash collections.
- Controlling and ensuring proper spending of petty cash for the entire regional offices.
- Plan and coordinate all activities of the Workshop Team accordingly to bring about cost-effective maintenance

Aug 2005 - Dec 2005: Akamba Public Road Services Limited

***Position: Management Trainee***

***Duties***

- Preparation and proper maintenance of regional records
- Prompt preparation of Mid-month and monthly returns reports for courier section.
- Deputizing the Manager in his absence and assisting him in branch operations.

- Appraising the soundness and efficiency of all system of issuing letter/parcels to dear customers and daily passengers' bookings.
- Assisting in daily preparation of returns both from courier and booking sections.
- Identifying effective and innovative solutions to customer's practical problems; e.g. claims of failure delivery and those left behind by the bus.
- Liaising with Manager to ensure timely submission of monthly financial reports of the branch.
- Support coordination, sorting and recording letters/parcels before commencing issuing process.
- Solving customer's problems concerning their parcels in case of failure collection and ensuring that it's returned to sender safely.

## **EDUCATIONAL BACKGROUND**

2000- 2004:	Kenyatta University. <b>Bachelor of Science (Mathematic-Statistic option)</b>
1995- 1998:	Maranda High School. <b>Kenya Certificate of Secondary Education (K.C.S.E)</b>
1987-1994	Ndiru Primary School. <b>Kenya Certificate of Secondary Education (K.C.P.E)</b>

## **PROFESSIONAL QUALIFICATIONS**

- Millennium Management Consultants), May 2006  
*ISO. 1900-2000 Certification Programmes*
- Consultants for Effective Training, Feb - Mar 2006  
*Quality Customer Care and Service-Certificate.*

## **ACHIEVEMENTS AND RECOGNITION**

- At Africabs tours limited, successfully developed bonus structure for the drivers as motivational reward in order to reduce maintenance costs/accidents.
- At Africabs Tours Limited, managed to reduce number of accidents from six per week to zero through organized advance training for the drivers.

- Successfully implemented computerized logging in/out system for the mechanics and drivers to facilitate easy tabulation and calculation of overtime claims.
- Part of few selected staffs who assisted in developing system structure for computerized courier and booking systems namely Unibol, and trained as one of the system administrators, thus 100% improvement on revenue collections.
- Developed and introduced network business partners' model system to improve company revenue collections during off-peak times while minimising expenses.
- Successfully organized training to all members of staffs for the new systems adopted and implemented by the company.
- Managed to achieve regional target of Kshs 9 million (\$90,000) monthly collections for six consecutive months.

### **AFFILIATION**

- Member of Kitambo polytechnic development committee- Seme constituency.
- B.O.G- Member of Ridore Secondary School-Seme constituency, Kisumu West
- Board member of Centre For Peace and Democracy (CEPAD)-Nairobi
- Transport & Logistics Consultant for The Green world- Kenya.

## **REFEREES**

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