

PERSONAL DETAILS

NAME : Thomas Shawa
MARITAL STATUS : Married
NATIONALITY : Zambian
NRC NO. : 207821/68/1
DATE OF BIRTH : 06/03/1973
DRIVER'S LICENSE NO. : 179370
CONTACT NO : +260976357172/ +260965218972
E-mail : thomasshawa373@gmail.com
Home Address : Plot No: 25309 Mosi-o-tunya Road, Chalala woodlands
Lusaka, Zambia
OTHER CONTACT PERSONS : Ms. Maureen Shawa Shema Cell – +260962778837,
+260965752911

Objective

To become a positive member of an institution dedicated in providing the highest quality of work.

LANGUAGE PROFICIENCY

1. **English:** speaks fluently with excellent reading and writing skills
2. **Zambian languages:** fluently communicates in Bemba and Nyanja with average reading skills.

SUMMARY OF QUALIFICATIONS:

Being in possession of my Grade 12 School certificate and being awarded the Defensive Driving certificate has greatly contributed to the development of my interpersonal skills. I am self-motivated; able to set effective priorities and implement decisions to improve the quality of the institution I serve. I adapt easily and quick to new concepts and responsibilities.

EDUCATION

1. **Roan Antelope Secondary School** Grade 12 Certificates – 1992

RECORD OF EMPLOYMENT AND EXPERIENCE

1. Driver : **Juldan Motors Lusaka** **March 2017 to**
Date

Responsibilities:

- Responsible to transport passengers within and outside the country.
- Always check the bus if its road worthy before every trip.

- Responsible for taking the bus to the garage for physical check-ups before the next available trip.
 - Responsible for recommending the bus for service.
 - Always balance the Receipt book before taking off.
 - Maintain the Log sheet.
 - Submit reports from every trip.
 - Submit monthly reports.
 - Participate quarterly meetings concerning work.
 - Carry out any other duties assigned by the supervisor.
2. **Head Driver : Wada Chovu Bus services February 2003 to February 2017**

Responsibilities:

- Responsible to transport passengers within and outside the country.
 - Always check the bus if its road worthy before every trip.
 - Responsible for taking the bus to the garage for physical check-ups before the next available trip.
 - Responsible for recommending the bus for service.
 - Always balance the Receipt book before taking off.
 - Receive reports from drivers about the trips taken.
 - Promote a good working relationship among drivers.
 - Submit monthly reports to the supervisor
 - Carry out any other duties assigned by the supervisor
3. **Mechanic personal: Triad Motors Limited January 1998 to January 2017**
- Conduct regular maintenance on machinery, systems, and automotive vehicles.
 - Meet with clients to better understand their concerns and identify the issue.
 - Assemble mechanical components according to specification.
 - Design a plan of action for all maintenance task and upgrades.
 - Maintain work logs, repairs, and maintenance records.
 - Monitor inventory and order new parts when necessary.
 - Offer consultation on maintenance and preventative procedures to machine and vehicle users.

ACTIVITIES & AWARDS

1. Member of National Coach Drivers Association of Zambia.
2. Award of a certificate in Defensive Driving.

SKILLS & KNOWLEDGE

1. Computer literate (Microsoft Word, Excel.).
2. Technical expertise: Able to provide technical assistance to the institution.

PERSONAL ATTRIBUTES

1. Maintains standards of conduct.
2. Respectful and Flexible
3. Strong sense of commitment; able to begin a course of action and work through it until it is finishes.
4. Possess sound work ethics, consistency and fairness

HOBBIES

1. Reading
2. Jogging
3. Swimming.

REFERENCES

1. Mr. Misheck Mbewe
Juldan Motors Limited
+26075435100
Lusaka, Zambia

2. Mr. Charles Kabamba
Executive Director
Wada Chovu Bus Services
+260966 780385/ +260955780385

Luanshya, Zambia.

3. Mr. Eric Chela
Executive Director
Triad Motors Limited
+260976447072
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