

Cert HE In Business Skills

Student name: Ali Kaliisa

Student Number: 2441780

Course Name: Digital Skills LCLM4005

Lecturer Name: Riaz Bhatti

Session: Feb 2026 Term

TABLE OF CONTENTS

Job Description.....	3
CV.....	5
Covering Letter.....	9

TSI LOGISTICS COMPANY BARKING

BARKING ESSEX

IG11 0HQ

Email: info@tsi-logistics.co.uk

Job Description

Job Title: Delivery Driver

Job type: Full Time

Overview

We are seeking a reliable and dedicated delivery driver to join our team. The successful candidate will be responsible for transporting parcel around Canning Town, Beckton and Barking. The role requires excellent driving skills, strong work ethic and the ability to communicate effectively with customers and team members.

Responsible to: Shift Manager

Purpose of the job:

- Be responsible and accountable for achieving the highest possible standards in delivering timely parcels and represent the company in the highest regard
- Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries when delivering customers parcels
- Work proactively and effectively in collaboration and partnership with our main suppliers as well as customers

Key duties and responsibilities:

- Safely operate a van to deliver parcels to designate locations: 9 hours route already sequenced on the delivery app and in many languages
- To conduct pre-trip and post-trip vehicle inspections to ensure safety and compliance with regulations
- Be accountable for the attainment, progress, and outcomes of urgent and prime deliveries within varying time schedules.

Behaviour and Safety:

- Establish a safe, purposeful, and stimulating environment for work colleagues at the depot and en route, rooted in mutual respect and establish a framework for discipline with a range of company strategic policies.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of professional couriers

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities at the depot
- Work as a team member and identify opportunities for working with colleagues and sharing the development of company needs and aspirations
- Take part as required in the review, development and management of the activities relating to the company.

Person Specification and requirements

- A good experience in couriership preferably 3 to 4 years experience
- Good communication skills
- Good GCSE grades or equivalent

Other Requirements

- UK full driving licence with a minimum of 6 points
- Valid UK/EU passport with the Right to work
- 2x Proof of address (Bank statement or Utility bill)
- National Insurance Number

This advertisement is based on an equal opportunities basis and non discriminatory in nature. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet each of the personal specification mentioned above.

CURRICULLUM VITAE

Ali Kaliisa

Gender: Male

Address: 7 The Redwoods, 5 Congleton Grove SE18 7HP

Email: alikakiikam@gmail.com

Tel: +44 7459 225 474

PROFILE

- Extensive experience working with chauffeuring companies like uber, bolt both in short and long term journeys.
- **Competent in the Application of TFL legislations/guidelines in my work i.e. the principles of confidentiality, whistle blowing and anonymity.**
- Vast Knowledge within the **delivering industry accruing from** working with YODEL, CITY LINK, EVRI ,DPD and other companies for nearly 10 years .
- Experienced in delivering, management duties and commissioning services to meet time delivery customer requirements.
- Strong working knowledge in customer satisfaction & complaint resolutions, door supervision resulting from experiences gained from working with Danson and Frances Clarke security companies respectively.
- **Enthusiastic well presented and confident, out spoken, accepting less than ultimate success.**

NB: CURRENT JOB ROLES

1. **Experienced Chauffer Driver**
 - Available for interview

Skills and Aptitudes

- Good Communication and Interpersonal skills
- Assessment, co-ordination, negotiation and delegation skills
- Engagement skills
- Awareness of Equal Opportunities.
- Partnership Skills
- Efficient record keeping and Excellent ICT skills using Microsoft Word, Power Point, Excel and Email
- Good organisational, planning and administrative skills
- Conflict management and challenging skills

Work Experience

July 2025- To date

Self employed as Chauffeur

By Uber and Bolt company respectively.

Key Responsibilities:

- Chauffeuring customers from place to place.
- Helping customers to find quickest routes to their places
- To maintain regular contacts with service users, monitor progress and minimize risks.
- Present a well balanced view of the company to the outside world
- To attend meetings as required by company bosses via online

Jan 2014 to 2024

DPD- Romford depot

Delivery driver

Key Responsibilities:

- Loading and off loading of trucks at the depot
- Delivering of parcel on multi stop basis
- Maintaining the flow of the chain supply distributions among all the branches
- Payment of salaries and holiday allocations.

Oct 2009 to 2014

Evri- Delivery Company - South Ockendon Depot

Delivery driver

Key Responsibilities:

- Loading and off loading of trucks at the depot
- Delivering of parcel on multi stop basis
- Maintaining the flow of the chain supply distributions among all the branches
- Payment of salaries and holiday allocations.

Jan 2006 – Aug 2009

Francis Clarke Security Company

Security Operative.

Key Responsibilities:

- Taking care of security activities in the former Woolworth stores.
- Sporting dodgy activities and shoplifters within the store.
- To maintain regular contacts with service users, monitor progress and minimize risks.
- To attend meetings as required by my managers or supervisor

Feb 2002- November 2005:

Danson Security Company:

Security Operative.

Key Responsibilities:

- Taking care of security activities in various stores as allocated by the manager. Major store included Primark, Peacocks, Woolworth and others.
- Sporting dodgy activities and shoplifters within the store.
- To maintain regular contacts with service users, monitor progress and minimize risks.
- To attend meetings as required by my managers or supervisor.

Education

June 2025- To Date -Higher National Certificate –Business (still in pursuing)

October 2024- Transport for London (TFL) - London Private Hire

Level 1 Topographical Skills Assessment

November 2000- Highfield Awarding Body for Compliance

Level 2 Award in Door Supervision (QCF)

March 1994-1996 Makerere High School- Kampala Uganda

A - Level Certificate in History Economics, Geography and Islam

November 1989-1993/4 Gombe Secondary School- Kampala Uganda

O-Level Certificate in Biology Chemistry Mathematics English, physics, Agriculture and Health Science

Primary leaving Examination Certificate 1981–1988 Kibuli Demonstration Primary School

Summary of Qualifications

TFL Certificate in Topography

Level 2 Award in Door supervision Sports leader

A level certificate

O level Certificate

Primary Leaving Certificate

Personal statement

I am an experienced and confident chauffer driver as well as a highly motivated person with a range of skills that would be an asset to any organisation. I am enthusiastic and have a determined approach to work. I work well on my own initiative as well as part of a team and able to work within deadlines. I have the ability to relate well to people of all levels and varying needs. I am keen to learn and take up any training opportunities that are offered to me.

Interests and Hobbies

I enjoy travelling, reading real life stories, watching and listening to live talk shows and attending social parties which have contributed to my broader understanding of people's experiences, cultures and perception of lives. I feel this has contributed to my personality and relating well with different people.

ALI KALIISA

**7 The Redwoods
5 Congleton Grove
Woolwich
SE18 7HP**

**THE MANAGER IN CHARGE
TSI-LOGISTICS COMPANY
BARKING
ESSEX
IG11 OHQ**

18th March 2026

Dear Sir/Madam,

RE: COURIER JOB APPLICATION

Having, worked for companies like YODEL, CITY LINK, EVRI and DPD. I do hereby submit my documents and correspondences in reference to the Courier Job you recently advertised in Metro News papers and on Indeed Social Media Platform. I am now currently working as chauffer driver in UBER AND BOLT but I do posses vast beneficial experience and expertise in the post you put across.

I am a male candidate with enormous insight in the couriering business as observed in my previous courier work experience in the public and private sphere detailed in the CV attached. I do believe that additional training resulting from your company would be a premise upon which I can enhance and propel my career in delivering. With an acquisition of a job in your company if selected, I believe I can effectively and efficiently contribute to the development of the company in many aspects and develop myself as well.

I believe your company would be a symbiotic platform where I can transform and innovate various ideas in the field of couriering as well the company benefiting from my unrivalled experience and expertise in this field.

I am very enthusiastic of this opportunity in your company and await hearing from you in reference to my application.

Thank you for your time and consideration and look forward to meeting you at the interview stage

Yours Sincerely,

ALI KALIISA

Tel: 07459 22 54 74

Email: alikakiikam@gmail.com