**ALEX NG’ANG’A WAWERU**

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**OBJECTIVE AND ASPIRATIONS**

* To contribute in the fulfillment of the organization’s goals and objectives through hard work and team player mindset.
* To develop my skills and experience through exposure and being open to new ideas.

**PROFESSIONAL ACCOMPLISHMENTS**

* Experience working remotely via virtual communication, serving clients needs and satisfying them with no supervision.Working involves but not limited to Database management, systems upgrade and maintainance.
* Wordpress , SEO, HTML, CSS, PHP and Javascript web developer and MySQL database interaction. With this I have been actively building web pages for different clients, digital marketing and account management.
* worked with office registrar of political parties as the constituency monitor with the responsibility of monitoring political party’s activities including campaigns and political meetings.
* working as a coordinator of stakeholder’s meetings such as the security team, IEBC(Independent Electoral and boundaries commission) and groups/organizations directly involved with the general elections.
* Conducted Environmental health and safety consultancy for Gemstone Construction and services limited.
* Conducted Freelance sales and marketing of IT appliances through both physical and social media channels. Selling different IT services, brands and products to different clients.
* Worked as a data entry clerk at Mahitaji Enterprises where I gained proficiency in using Excel sheets to record stocks and analyze data related.
* Used to key in Invoices to soft copies using excess sheets and calculating stock levels using the same system.
* Conducted occupational health and safety inspections while attached at National Environmental Management Authority (NEMA, Nakuru County) for development projects such as dams, boreholes drilling, Companies, Factories and businesses especially those neighboring catchment areas.
* Data collection especially on reported sources of pollution for analysis and planning course of action.
* Ensured that Companies adhered to the safety standard while conducting their operations which includes safety of workers involved directly to the daily operations of the company/organization.
* Reviewed and recommended EIA reports for the approval to license major projects that are likely to pose hazardous, physical and chronic infections to either employees or/and the general public while attached at National Environmental Management Authority (NEMA, Nakuru County).

**WORK EXPERIENCE**

**April 19th 2022 to date: working with office registrar of political parties as the constituency monitor**

* monitoring activities of the political parties such as campaigns making sure they adhere to the political code of conduct.
* Organizing meetings with stakeholders directly involved with the elections, such as the security, IEBC and critical teams directly involved.

**December 6th 2021 to January 2022: Assistant Forensic Auditor**

* Going through the books of accounts and flagging suspicious figures which helped understand the expenditure of theorganization.
* Data analysis

**June 1st 2020 to Oct 2021: worked as a consultant Environmental Health and safety for Gemstone Construction and Services**

* Ensure safety protocols for employees are adhered to.
* Making and reviewing safety policies to align with the world safety standards.
* Recommending areas of concerns for the management to focus on so as to minimize risk and maintain quality standards in any kind of development undertaken. This I achieved by working closely with the site engineers.

**January 6th 2020 to April: Worked as a stock auditor/data entry assistant at Mahitaji**

**enterprise Limited.**

* Managed stocks coming into the warehouses, reporting on the status of goods coming in and going out to the customers.
* Developed a system which helped track down the level of stocks, damaged goods and expired products in the warehouse.
* Through reports, offered guidance to the management on areas to concentrate more with regard to their stocks.

**June 12th 2017 to December: Working as an attaché/Intern at National Environmental Management Authority (NEMA) Nakuru County.**

* Learned data entry, updating, preparing and submitting weekly, monthly and quarterly reports, forwarding to the head quarter for accountability purposes.
* Field Inspections and site visits to ensure compliance of existing and proposed developments to the requirements of EMCA 1999.This made me understand the application of these policies on the ground and the kind of impacts that could emerge by defiling them.
* Preparing and issuing of various licenses including Environmental Impact Assessment License, Effluent Discharge License & Excessive Vibrations Permit, this I achieved in knowing documentation processes of licensing permit to companies, industries and projects.
* Environmental Monitoring, Auditing & Evaluation through ensuring sustainability of projects and adherence of Environmental Management Plans (EMPs). This I achieved through visiting ongoing projects development to monitor their compliance, visiting operational projects to check their compliance with environmental law and policies.

**LEADERSHIP SKILLS**

* Served as Christian union leader in the University with the mandate to organize and coordinate activities of the union achieving greatly in managing the welfare of large number of members with different ideologies and emotions.
* Contributed in the planning of tree planting and clean-up in the university mentioned above and achieved to plant over 1000 seedlings in collaboration with the university administration and staffs.

**ACADEMIC BACKGROUND**

**Sept 2013 to Dec 2017** Student at Masinde Muliro University of Science and Technology pursued Bachelors of Science degree in Environment Management and Conservation and attained second class honors lower division.

**Feb 2007-Nov 2012**  Kenya Certificate of Secondary Education at ST. Gabriel Mission Secondary School, Nakuru County. Scored a (B) plain 65 points.

**Jan 1999-Nov 2006** Kenya Certificate of Primary Education at Nakuru Teacher Primary School, Nakuru County.

**Other Training**

**February-March 2013** Certificate in Computer Applications at Bright Star College

**CERTIFICATES**

* Obtained a certificate for the participation of tree planting and clean up in Masinde Muliro University of Science and Technology, during a day designated for the above-mentioned activities.
* Obtained several leadership certificates after serving in the Christian union as an executive member and also as a member in other different dockets of the union.

**CAREER ASPIRATION**

I aim to identify and implement sustainable means of livelihood, working collaboratively with colleagues and other like-minded parties, while maintaining highest possible professional competency and intellectual proficiency.

**HOBBIES AND PERSONAL INTERESTS**

* Playing musical instruments
* Travelling and exploring nature
* Interacting and socializing with people
* Community empowerment

**REFEREES**

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| --- | --- | --- | --- |
| Mr. Charles Njuguna  Business Consultant  Email: charlesknjuguna@gmail.com  Mobile: +254722991652 | Mr. Zedekiah Odira  Lecturer at Masinde Muliro University of Science and Technology.  Kakamega.  E mail: zedekiah.onyando@gmail.com  Mobile: +254702249631 | Mrs.Lynnete Cheruiyot  Environmental Officer at NEMA  Email: lynnetecheruiyot@gmail.com/  lcheruiyot@nema.go.ke  Mobile:0727561015 |  |