

# James Muita Kiboi

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## Professional Summary

Self-driven, result-oriented Business Development Manager with exceptional planning and implementation capabilities. A trained Engineer with in-depth understanding of users' requirements and market trends in Heating, Ventilation, Air Conditioning and Refrigeration Systems (HVAC/R). Adept at cultivating, managing and leveraging client relationships.

## Skills

- Stakeholder management
- Promotions development
- Prospecting
- Key relationship building
- Market research
- Exceptional presentation skills
- Forecasting and planning
- Advanced problem solving abilities
- Persuasive negotiator

## Work Experience

### Business Development Manager; Justinair Tech Ltd (HVAC/R)

May 2016 — Present

- Develop client proposals and present at stakeholder meetings.
- Prepared bids costing and pricing for proposals
- Forecast future trends and orient strategies to capture maximum benefits.
- Coordinate with sales executives to better align company goals and tactics.
- Motivate team members and junior staff to exceptional performance.
- Improve the bottom line by ensuring opportunities are addressed and deals are closed.
- Gathering customer needs and worked with product development teams to implement changes based on feedback.
- Proposing marketing strategy ideas to optimize targeting of customers.
- Generating leads and prospect customers.
- Identifying "bottlenecks" and implemented new and improved processes and policies.
- Documenting process flows and developed requirements for functional improvements and enhancements to maximize user engagement.
- Eliciting stakeholder feedback and input through interviews and surveys.
- Evangelizing company products to investors, users and media contacts.

### Projects Manager; Justinair Tech Ltd

May 2012 — April 2016

- Responsible for project conception, development, final designs and evaluation for clients.
- Preparing and filling detailed BOQs of upcoming projects and cost variations in on-going works
- Project cost tracking in relation to the allocated budget.

- Direct and oversee a team of supervisors and technicians on a day-to-day basis and coordinate their schedules with consultants, other contractors and clients to ensure timely completion of projects.
- Ensuring optimal utilisation of tools, material and labour without compromising works quality.
- Guide and direct my team on repair and preventative maintenance work on a wide range of equipment types to ensure functionality and efficiency.
- Attending meetings with consultants, contractors and clients to evaluate on-going and upcoming projects
- Ensuring our company adherence to regulatory codes (NCA, NEMA, and Local Council) by following up timely renewal of certificates and ensuring strict adherence to compliance requirements like OSHA.
- Conduct energy audits to identify areas where efficiency can be improved for lower operational costs and greater environmental comfort.
- Projects commissioning.

**Projects Coordinator; Justinair Tech Ltd**  
**April 2008 – April 2012**

- Assisted the Projects manager in designing and evaluation of projects
- Accompanied and/or represented the manager at project evaluation meetings alongside consultants, other contractors and clients.
- Developed excel spreadsheets that automated HVAC load calculations for designing purposes.
- Delivered technical support and training to technicians while out working on client systems so projects could be completed in an effective, timely manner.
- Completed building evaluations and made recommendations to customers on the most effective solutions matching their needs and how to enhance the functionality and efficiency of existing equipment.
- Oversaw the day-to-day activities of a team of technicians while ensuring quality control.
- Coordinating emergency response team in cases of breakdown to ensure clients business is not disrupted.

**Project Coordinator; Raerex E.A Ltd(HVAC/R)**  
**March 2007 – March 2008**

- Involvement in making project proposals
- Project planning
- Preparation of Tender documents/ Bills of Quantities.
- Supervising a team of technicians on a day to day basis and ensuring they are provided with materials and tools to ensure optimal performance.
- Acted as a link between technicians and stores on one side and management on the other ensuring a smooth flow of information and logistics.
- Representing company in project evaluation meetings.
- Ensuring design changes are effected as directed by consultants in a timely manner.
- Diagnosed equipment problems and determined what method should be used to restore functionality.
- Ordered parts and equipment, so resources were always available when a client call came through.
- Worked within a team of 10 technicians and provided support on a day-to-day basis that allowed for client requests to be handled in a timely manner.

**Management Trainee (Dispatch officer); Kenol Kobil Kenya Ltd  
November 2006 – March 2007**

- Receiving orders and processing sales of fuel and lubricants
- Compiling daily sales report
- Scheduling truck drivers on optimal routes for smooth and timely delivery of products to clients
- Attending calibration exercises involving fuel transporters.

## **Education**

**Bachelor of Technology in Production and Mechanical Engineering Moi University 2006**

### **Publications:**

- The Advantages of Demand Controlled Ventilation (DCV) in HVAC systems.
- Co-combustion as a technique of reducing agglomeration in Fluidised bed combustor.
- Carried out research on increasing Thermal efficiency of the fire tube boiler with a projected 24% cut in fuel costs

### **Training:**

- Business Development Seminar in Nyali, Mombasa
- Samsung accredited installer certificate after four days training at Samsung service centre Nairobi.
- Attended Trane workshop at New Stanley Hotel, Nairobi.

## **Hobbies and Interests**

I enjoy travelling to new places, visiting national parks and exploring natural features. Additionally I like spending time researching on latest trends (mostly in technology) reading everything within range and completing home renovations projects.

Finally I love cooking for my family whenever i get a chance as well as catching up on a movie with them.

## **References**

Available upon request.