

JOYCE WANGECI KARINGITHI

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CARGO INSPECTOR ~ CHEMIST

I am an enthusiastic Cargo Inspector, bringing with me intensive experience in high volume warehouse and port operations such as logistics, stock inventory and inspection of containerised goods as well as trucks and vessels. I am passionate about stakeholders interest and all that quality service delivery is related to. I am also highly seasoned and conscientious Chemist, well trained in research and quality analysis. Adept in laboratory testing, quality control and chemist assays in research settings. My goal is to become a valuable mutual asset by providing efficient services that will contribute to organizational success.

CORE COMPETENCIES

Research and Development | Good Laboratory Practice (GLP) | Chromatographic techniques| Inspection and Report Writing | Sampling | Sample Testing | Planning & Preparation | Microsoft office proficient | Time Management | Operational Safety | Highly Organised | Multi-tasking | Highly Competent | Analytical skills | Communication and Interpersonal skills

KEY HIGHLIGHTS

- ✓ Basic knowledge of laboratory safety and infection control procedures and practices including standard precautions and hazardous chemical handling.
- ✓ Operational knowledge of analytical instrumentation like HPLC, GC, GC-MS, FT-IR and UV-VIS equipment, and data stations required.
- ✓ Excellent ability to maintain high levels of productivity and solid understanding of health and safety rules.
- ✓ Attending and observing the loading and offloading of cargo from ships and other forms of transit.
- ✓ Exceptionally competent in lab environment: testing, troubleshooting, documentation, set-up and problem solving.
- ✓ Responsible for identifying damaged to the cargoes as they are loaded and offloaded.
- ✓ Planning and carrying out laboratory tests following established procedures, documenting findings, and evaluating results.

- ✓ Utilizing data from obtained field documents to prepare inspection reports , submitted to the office detailing results of inspection.
- ✓ Liason with Terminal and warehouse pesonnel for execution of inspections, sampling, loading and offloading.
- ✓ Knowledge of QHSE and SOP.
- ✓ Proficiency in MS office.
- ✓ Proper organizational, communication and multitasking skills.
- ✓ Strong ability to work individually and as a team member.
- ✓ When required, gathering, receiving, labeling, and analyzing samples or substances with the appropriate diagnostic equipment.

KEY PROFESSIONAL SKILLS

- ✓ Bachelor of Science in Chemistry (2nd Class Honors) , Karatina University, 2016-2021.
- ✓ Kenya Certificate of Secondary Education (K.C.S.E) B- , Mutira Girls' Secondary School, 2012-2015.
- ✓ Microsoft office and computer packages, Distinction , Our Lady of Consolata Giakaibei Computer College, 2015.

CAREER HIGHLIGHTS

Office Clerk (contract) - SGS Kenya Limited (Mombasa)| GBHL Embakasi | May - December 2023

Duties and Responsibilities

- ✓ Labelling and sorting office files.
- ✓ Performing inventory checks and writing payment vouchers.
- ✓ Operating and performing basic maintenance of office machines.
- ✓ Writing and responding to emails.
- ✓ Maintaining paper and electronic records .

**Cargo Control Operator (contract)- SGS Kenya Limited (Nairobi)| GBHL Embakasi |
November 2022 - April 2023**

Duties and Responsibilities

- ✓ Tallying/ stuffing of bagged cargo on trucks and containers.
- ✓ Check weighing of bagged products before loading.
- ✓ Use of excel spreadsheet to create a list of loaded trucks for waybill issuance.
- ✓ Read and interpreted standard operating procedures, conduction of pre-work briefing and risk assessment before commencement of any job.
- ✓ Inspection of containers and trucks, container and vessel loading , discharge and weighing of containerised products.
- ✓ Competent with warehouse operations such as tallying , stuffing, stripping, check weighing and stock taking.
- ✓ Signalling and reporting of hazardous incidents for immediate action.

**Deputy Presiding officer |Independent Electoral Boundaries Commission | Mathira -
East Constituency | August 2022**

Duties and Responsibilities

- ✓ Attended electoral training and instructions from superiors.
- ✓ Conducted training on the polling, counting and tallying process for the clerks.
- ✓ Collected and ensured security of all election materials for the General election.
- ✓ Oversaw efficient and effective management of the election before, during and after of election.
- ✓ Ensured the good conduct of elections in the polling station or tallying center as assigned.
- ✓ Counting, tallying and announcement of provisional results in the polling station and sending the same through online transmission to the National and Constituency tallying centers.

- ✓ Ensured safe custody all entrusted documents during the 2022 General Elections, document hand over of all election materials and equipment to RO after the General Election.

Intern | Cargo Inspector | SGS Kenya Limited (SGS) - Mombasa | November 2021 - July 2022

Duties and Responsibilities

- ✓ Read and interpreted standard operating procedures, conduction of pre-work briefing and risk assessment before commencement of any job.
- ✓ Inspection of containers and trucks, container and vessel loading , discharge and weighing of containerised products.
- ✓ Competent with warehouse operations such as tallying , stuffing, stripping, check weighing and stock taking.
- ✓ Sampled cargo in the vessel holds and at the warehouses and sending samples to the laboratory for analysis . Retained samples for a period of time and presented for testing incase of dispute in analysis report.
- ✓ Sealing, verification, damage survey and drafting of inspection reports.
- ✓ Complied with occupational Health and Safety regulations in field operations and complied with ISO standards,QHSE, SOPs and MSDS of every product.
- ✓ Housekeeping and adherence to health and safety measures in regard to general hygiene, sampling, sample retention and disposal.
- ✓ Weight Monitoring by attending Port weighbridge to weigh and record trucks and cargo weights and variances.
- ✓ Draft survey - Determining cargo quantity loading and offloading from vessel and trucks.
- ✓ Discharge survey - Check and report the cargo and discharging equipments condition , damages and discharging condition.
- ✓ Loading survey- Prepare a loading plan on how products will be stuffed in containers.
- ✓ Damage survey - Condition of good, nature, cause and extent of damage.
- ✓ Tally survey - Counting cargo outturn especially for bagged products.

Attachee ~ Laboratory Analyst | Quality Control & Assurance Department | KEL Chemicals Limited-Thika | May to July 2019

Duties and Responsibilities

- ✓ Sampled and analyzed finished products i.e. sulfuric acid, aluminum sulphate and super phosphate fertilizers and in-process raw materials i.e. sulphur, alumina hydrate and rock phosphate.
- ✓ Support for routine laboratory functions for the QC laboratory such as monitoring temperature charts, cleaning of laboratory equipment and storage cabinets where reagents are held.
- ✓ Complied with quality control standard operating procedures, standardized and labelled volumetric solutions.
- ✓ Ensured safety and efficiency of laboratory facilities operation, operated and calibrated equipment.
- ✓ Good Laboratory Practice compliance and adherence to health and safety measures.
- ✓ Storing all chemical compounds following safety guidelines.
- ✓ Ensuring analysis are carried out in a clean and safe environment.
- ✓ Preparing laboratory reagents, maintaining equipment logbook and research notebook.

Electoral Clerk | Independent Electoral Boundaries Commission | Mathira- East Constituency | August 2017

Duties and Responsibilities

- ✓ Implemented electoral training plans developed by the commission.
- ✓ Attended electoral training and abided to instructions from Deputy Presiding officer and the Presiding Officer.
- ✓ Guided and ensured citizens exercised their right to vote.
- ✓ Participated in counting and verification of casted votes.
- ✓ Abided to the rules and regulations of the commission.

REFERENCES

Mr. Emmanuel Mkuzi

Marine Inspector, Minerals -Natural Resources Department - SGS Kenya Limited, Mombasa

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