

SALOME WANJIRU MUNDIA

NAIROBI, KENYA.

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D.O.B 13/11/1996

PROFESSIONAL SUMMARY

A certified Lean Six Sigma Green Belt and quality assurance professional, a team development and change management agent with over 6 years of expertise in FMCG, boosted by a strong research and academic background in Food Science and Technology. A self-starter with a result-driven attitude, high energy, urgency, and personal accountability. My objective is to work in a team of a reputable company with cross-functional teams to deliver zero waste, zero accidents, and <3.4 DPMO to help build and maintain quality, value, and entitlement.

TECHNICAL SKILLS

Lean manufacturing and six sigma (DMAIC, DOE, SPC, Kaizen, PDCA, QC tools, RCA, CAPA)
ISO standards lead auditing (ISO 9001, 23590, 21364, 14001, 31000, 17025, 19011, FSSC 22000)
HACCP implementation | TQM | Process capability and statistical analysis
Risk and compliance management
Audits (Internal, supplier, and regulatory) | GMP and EHS compliance
Quality Assurance and Control | Product research and development
Operations management: SAP, AX, Salesforce, Minitab, Odoo, Asana, ClickUp, Monday.com, Zoho, Power BI, advanced Excel, Google Workspace, Teams and Zoom
Team leadership and training | Virtual Executive Assistant
Analytical, business negotiation, communication, presentation, and problem-solving skills.

PROFESSIONAL EXPERIENCE

GLOBAL TECHNICAL OPERATIONS OFFICER

SISTEMA.BIO - NAIROBI, KENYA

APRIL 2024 TO PRESENT

A clean, renewable energy company that works with farmers to transform waste into biogas and bio-slurry. Key responsibilities;

- Coordinating and leading all global ISO audits and certifications, food system-related quality and compliance activities across Kenya, India, and Mexico. Leading all global, internal audits, customer complaint handling, and resolution with marketing.
- Ensuring systems/procedures are in place for process breakthrough and product performance as per customer, and relevant statutory and regulatory requirements.
- Developing global SOPs and audit frameworks, enabling consistent technical operations across multiple countries, while ensuring documentation aligned with national food safety, health, and nutrition guidelines, managing repositories, reviewing, and conducting relevant training.

- Working closely with rural communities and smallholder farmers to ensure adoption of safe, sustainable biogas and bio-slurry systems for improved household food production, clean energy use, and soil regeneration.
- Providing technical input for donor reports and drafting progress summaries, highlighting impact on rural livelihoods, food access, and clean cooking solutions. Organizing and ensuring appropriate training and compliance of production and technical operations personnel to maximize output and minimize risk.
- Conducting field spot checks to evaluate process adherence, health and safety practices, and environmental sustainability in line with agroecological principles and climate-smart agriculture, drafting reports, monitoring process quality, and offering comprehensive insights for process compliance and improvements.
- Collaborating with government departments and NGOs at county and sub-county levels on health, safety, and climate-aligned programming. Supporting cross-regional data analysis and reporting systems to inform project decisions, process improvement, and compliance tracking.
- Provided background research and support in the preparation of funding proposals and budgets related to quality, food system, and sustainability projects.
- Offering strong executive assistant support to leadership teams across multiple countries, managing calendars, preparing reports, handling confidential communication, and ensuring smooth day-to-day executive functions.

QUALITY IN-CHARGE

KHETIA DRAPERS LIMITED (KDL) - KITALE, KENYA

JULY 2020 TO MARCH 2024

A water & beverages processing plant with its plastic manufacturing facility. Key responsibilities;

- Leading the quality department across three manufacturing facilities, supervising a team of 5 quality controllers and serving as the Food Safety Team Leader.
- Implementing the company's strategic quality objectives and food safety policies.
- In-process monitoring, planning, coordination, execution, and supervision of daily operations, production, and quality activities, plus finished product verification.
- Establishing and continually reviewing quality and food safety management systems to align with the context of the organization's overall strategic direction and plan.
- Working alongside production functions to deliver products meeting quality, environmental, safety, and the company's financial standards.
- Ensuring all technical and manufacturing operations are carried out to comply with relevant site GMP and EHS requirements.
- New recipe/prototype developments for beverages (soft drinks, fruit juices, energy drinks) with assistance from product development companies.
- Timely documentation and reporting to top management on the effectiveness and suitability of QMS and FSMS in place.

QUALITY CONTROL

AQUAMIST WATER LIMITED - NAIROBI, KENYA

JULY 2019 TO JULY 2020

A water & beverages processing plant with its plastic manufacturing facility. Key responsibilities;

- Conducted comprehensive physicochemical, biological, and microbiological tests on bottled mineral water and beverages.
- Operated and monitored water purification and disinfection systems, including reverse osmosis and membrane ultrafiltration processes.
- Applied strong working knowledge of Clean-In-Place (CIP) procedures, effluent treatment operations, blow and injection molding quality inspection, and verification.
- Served as a relief Production Supervisor, overseeing production activities and ensuring adherence to quality and safety standards.

QUALITY ANALYST AND MICROBIOLOGIST

PROCTOR & ALLAN (E.A) LIMITED - LIMURU, KENYA

JUNE 2018 TO JUNE 2019

A flour milling and processing company. Key responsibilities;

- Participated in grain grading and classification, ensuring quality raw material intake.
- Monitored processes including cleaning, food extrusion, milling, grinding, and flaking using hammer and roller mills.
- Oversaw post-processing steps such as kilning, dehulling, steaming, and toasting for various cereal products.
- Conducted microbiological testing for Total Plate Count, Salmonella, Escherichia coli, yeast, and mold in raw and finished goods.
- Performed chemical analysis, including aflatoxin analysis, and tests for oil, protein, fiber, ash, and moisture content.

QA INTERN- PROCTOR & ALLAN (E.A) LIMITED - LIMURU, KENYA | 2018

QC & QA ATTACHEE- TRUFOODS LIMITED - NAIROBI, KENYA | 2017

- Supported QA teams at Proctor & Allan and Trufoods Ltd with material testing, hygiene inspections, and product development tasks.

EDUCATION

Bachelor of Science in Food Science and Technology | Chuka University 2014-2018.

Attained second-class upper division.

International Computer Driving License (ICDL) certificate | Institute of Applied Technology & Computer Studies | 2014.

Proficient in office productivity software- Microsoft Word, Excel, PowerPoint, Access, Outlook, OneNote, Web design tools, and Adobe PageMaker.

Kenya Certificate of Secondary Education | 2013

Kenya Certificate of Primary Education | 2009

PROFESSIONAL CERTIFICATIONS

Lean Six Sigma Green Belt (Dr. Mikel J Harry, Six Sigma Management Institute, Asia)
ISO 9001 lead auditor certification (Bureau Veritas)
FSSC 22000 version 5 lead auditor certification (Bureau Veritas).
IFST/GFSI Early Careers Bursary Certificate
Food microbiology training certificate (Kentrain Limited).
HACCP study workshop training certificate (Food Safety International).
Root cause analysis training certificate (Roceli Consultants).
ISO 22000:2018 & Food safety and hygiene training certificate (FoSTePK).
Occupational first aid and fire safety training certificate (Primatech Management Limited).
Chapter 6-Kenyan constitution documents- HELB compliance, EACC, CRB, Good Conduct, KRA compliance.

PROFESSIONAL MEMBERSHIP

Full member- Food Science and Technology Platform of Kenya (FoSTePK).
Individual member- Women in Water and Sanitation Association (WIWAS), Kenya.
Honorary member- Kenya Association of Food Safety and Protection (KAFSAP)

ACHIEVEMENTS AND LEADERSHIP

- Successfully led Sistema.bio- Kenya to achieve ISO 23590 certification within 6 months of joining, coordinating and ensuring on-time ISO renewals for India and Mexico by aligning check-ins with global technical and manufacturing teams. Also developed a centralized global inventory reporting system integrated into the global analytics portal, significantly improving visibility, improving data accuracy and reducing reporting time across regions by 40%.
- Played a lead role in improving technical training content delivered to rural farmer networks, focusing on bioslurry usage for food production and soil fertility at Sistema.bio.
- Significantly reduced the number of customer complaints to a minimum of 1 in 6 months, and successfully improved the quality of sparkling water, reducing complaints to zero at KDL.
- Scaled up food safety audit performance and compliance from 50% to 75% at KDL.
- Successfully developed, trained, and rolled out SOPs, led design, UAT and rollout phase for a process measurement mechanism and an associated dashboard at Sistema.bio and KDL, increasing process efficiencies to 80%.
- Top 15 winner of the year 2022 Early Careers and Bursary competition sponsored by IFST/Global Food Safety Initiative (GFSI) and granted a 1-year Associate Membership at the Institute of Food Science and Technology (IFST)-Europe.

EXTRACURRICULAR ACTIVITIES

Scientific research and innovation, reading science journals, and staying updated on emerging technologies. Participant in clean energy and sustainability workshops focusing on renewable energy solutions and environmental stewardship.

REFEREES

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Other referees are available upon request.